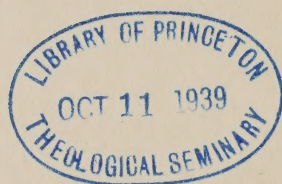


# Basic Reference Books





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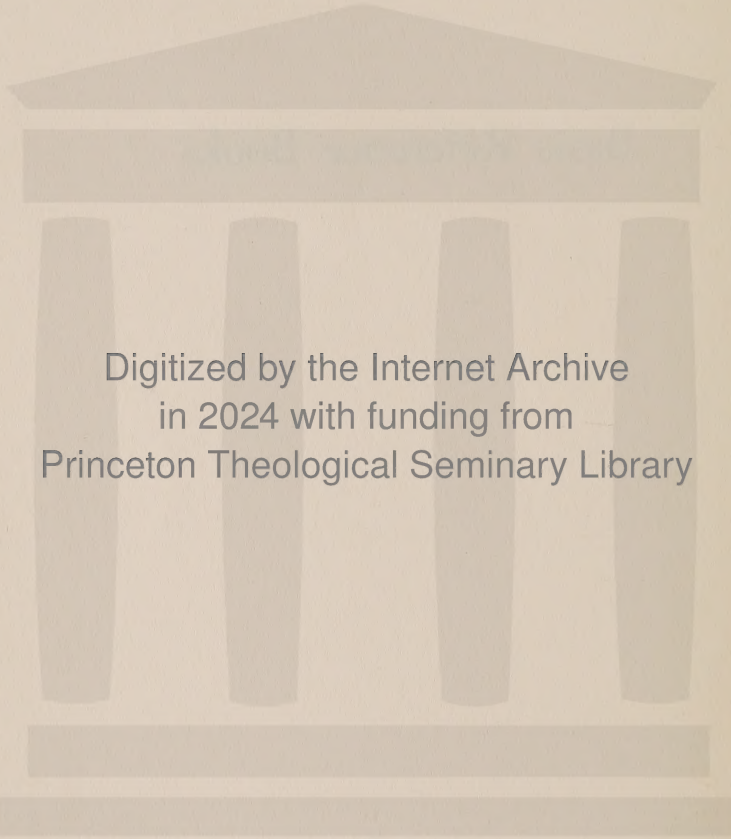






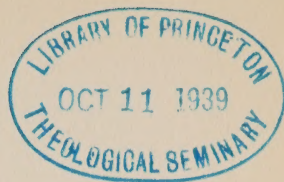
## Basic Reference Books





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# Basic Reference Books

An Introduction to the Evaluation, Study,  
and Use of Reference Materials with Special  
Emphasis on some 300 titles

BY  
LOUIS SHORES

*Director of Library School*

*Instructor in Reference*

*George Peabody College for Teachers*

*Second Edition*

CHICAGO, ILLINOIS  
AMERICAN LIBRARY ASSOCIATION  
1939

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SECOND EDITION PUBLISHED JUNE 1939



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# Preface

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THIS book aims to present an actual introductory course in reference work. It is based on nine years of reference experience in school, public and college libraries, and seven years of reference teaching in four institutions. It undertakes to answer the question, "Which of the four thousand titles in Mudge's *Guide to reference books* must be mastered for reference work?" and suggests how this mastery can be attained.

## SELECTION

In selecting the reference titles for inclusion in this book, advice was sought from the teachers of reference in the accredited library schools and from reference librarians throughout the country. The exact form of the query is indicated in Appendix I. Here it is interesting to note that reference librarians and reference teachers did not always agree. Whereas the former considered a very small number of titles useful in reference work the latter were reluctant to omit any reference books from the first-year course. Representative is this excerpt from a reference librarian's comment on a reference book universally taught in library schools:

This is a good work and bears the stamp of authority . . . yet in the eight years in which we have tried to convince ourselves that it is really a helpful reference tool, neither my first assistant nor I have ever found in it the answer to a single reference question that was brought to the desk for solution. It has all the obvious material, but includes none of the unusual or difficult material that one hopes to find in a reference work. I have talked with others who have had similar experience with this work.

Obviously, there is something to be said on both sides. There is no question that reference teachers have tended to teach too

many titles with the inevitable result that the student has come away with a rather hazy recollection of all of them. On the other hand if frequency of use alone were to dictate inclusion, instruction in the use of a dictionary, an encyclopedia, and the *World almanac* would constitute a course in reference.

Somewhere between these two extremes there is a core of reference material the mastery of which should be prerequisite to professional reference work. I believe the 172 numbered titles discussed in this text constitute such a core. These together with the 254 footnote titles and the discussions of reference organization, procedure, practical bibliography, methods of evaluation, societies, serials, and subject background should present the young reference worker with an approach to his work.

#### ORGANIZATION

The chapters follow approximately the sequence of the average first-year reference course. However, there is no reason why a different order should not be adopted. Investigation indicates that most reference courses begin the study of general reference books with the dictionary, a few start with the encyclopedia, and at least one course begins with bibliography. The order here, following an introductory chapter on the place of reference in library work, the study of reference books, and citation form, is: dictionaries; encyclopedias; yearbooks; handbooks; directories; atlases; serials; indexes; government publications; bibliographies; practical bibliography; and the special reference books. Some question may arise concerning the organization of the special reference tools. After experimentation, this organization was adopted as fitting in best with my teaching devices at Peabody. The following schedule is suggested if the present sequence is followed:

##### QUARTER PLAN

- 1st quarter*: Chaps. 1-9
- 2d quarter*: Chaps. 10-15
- 3d quarter*: Chaps. 16-22

##### SEMESTER PLAN

- 1st semester*: Chaps. 1-12
- 2d semester*: Chaps. 13-22

## METHOD

In preparing this text the author has not been unmindful of Progressive and Essentialist educational theory. He has himself experimented with even extreme forms of the "activity" principle, and during one term took the much overworked word "functional" literally and scrapped the conventional reference sequence in favor of a plan based entirely on the kinds of questions most frequently asked. Thousands of questions actually asked in libraries were classified and arranged by type frequency. But the results only supported recent findings by psychologists: incidental learning, although plausible in theory, does not seem to be as effective and economical as systematic and sequential learning.

*Basic reference books* is based on the assumption that the best preparation for reference work consists in the mastery of the scope and arrangement of a core collection of reference materials. As far as possible these materials should be functional, that is, related to the experience of reference workers, and should represent the tools most frequently used to answer reference questions.

There is a further assumption. The number of titles in this core collection should not be too large. As previously indicated, 172 titles have been listed for intensive study, and 254 additional titles for general acquaintance. The former are numbered consecutively in the text and the latter are numbered consecutively in the footnotes to each chapter. The distribution of titles by class follows:

<i>Chapter</i>	<i>Class</i>	<i>Primary (numbered) titles</i>	<i>Secondary titles</i>
2	Dictionaries	10	32
3	Encyclopedias	7	7
4	Yearbooks	7	3
5	Handbooks	13	9
6	Directories	7	7
7	Representations	5	7
8	Serials	4	11
9	Indexes	8	2



<i>Chapter</i>	<i>Class</i>	<i>Primary (numbered) titles</i>	<i>Secondary titles</i>
10	Government Publications	6	7
11	Bibliographies	12	20*
13	Library Science	0	9
14	History	11	14
15	Social Sciences	21	27
16	Science	11	25
17	Applied Science	7	20
18	Arts	15	26
19	Literature	16	13
20	Philosophy and Religion	12	6
Total		172	254

\* These are listed in footnotes, tables or text.

The basic supplementary materials for a beginning course in reference are:

MUDGE, I. G. *Guide to reference books*. 6th ed. Chicago, A.L.A., 1936.  
WYER, J. I. *Reference work*. Chicago, A.L.A., 1930.

*Subscription Books Bulletin*. (Complete file, 1930- . It is also suggested each student subscribe during the year at the special student rate.)

SHORES, LOUIS. Current reference books. *Wilson Bulletin*. Jan., 1938- .  
v.12- .

Appendix II includes 221 questions selected from the files of reference librarians in public, school, and college libraries in various parts of the United States. It was decided best not to include problems involving each type of reference book, for class assignments, since each teacher would probably prefer to change the questions from year to year. Students may also be asked to make up questions that can be answered *only* or *best* by a particular reference book. The following day these questions can be exchanged and the author of them graded on whether or not each question really could be answered only by the one source intended.

Another source of questions is in books like the following:

HASKIN, F. J. *Answers to questions*. Washington, Author, c1926. 508p.  
STIMPSON, G. W. *Popular questions answered*. N.Y., Sully, c1930. 426p.

Since the questions are answered in these books the problem for the student is to locate the source in which these answers may be found. In assigning such problems the teacher may ask, "In what book did Mr. Haskin find the information he supplied in answer to the question?" There is also an excellent list of questions in R. W. Desmond's *Newspaper reference methods* (Minneapolis, Univ. of Minn. Pr., 1933. p.201-05). Finally, the daily question column in newspapers, as well as the citations file of a library, may be consulted.

#### REVISION

The present edition is a revision of the preliminary planographed publication released early in 1937. Among the changes suggested by reference librarians and teachers or by experience in my own classes, the following should be especially noted:

1. Relocation of entries for reference books in the text near the discussions, rather than at the ends of chapters as before, and numbering of the primary titles in the text, and of the secondary reference books in the footnotes
2. Separate chapters for yearbooks, handbooks, directories and representations, and inclusion of retrospective as well as current biographical dictionaries in one section
3. Combination of section on government documents with section on government document indexes to form a separate chapter
4. Regrouping of special subject materials and expansion of the treatment of the applied sciences and fine arts
5. Inclusion of some new reference materials and expanded treatment of learned societies and background discussions

Most encouraging in the arduous task of revision has been the help from many kind, creative, and contributing letters, and from the reviews in the library journals. I am especially grateful to Marian C. Manley of the Business Branch of the Public Library, Newark, for suggestions on various chapters and particularly on the economics and business section; to Amy Winslow, Enoch Pratt Free Library, Baltimore; to Etheldred Abbot, Ryerson and Burnham Libraries, the Art Institute of Chicago, for criticism

of the art section; to Eunice Wead, Department of Library Science, University of Michigan; to Alice Thurston McGirr, Carnegie Library School, Pittsburgh, one of the library school teachers who used the preliminary edition as a text and contributed the ideas for several of the organizational changes in this edition; and to Charles M. Mohrhardt, Chief, Technology Department, Public Library, Detroit, for critical reading of and helpful comments on chapters 16 and 17.

To Everett O. Fontaine, who first saw the possibilities in this book, I am especially grateful. Harold English's comments and corrections have meant much to me in the preparation of this manuscript. Doris M. Wells of the Denver Public Library contributed particularly helpful and specific criticisms. The members of the A.L.A. Editorial Committee have been generously encouraging, and I want to thank Charles H. Brown and Agnes Camilla Hansen in particular. All of the teachers of reference in the accredited library schools, as well as reference librarians in school, public and college libraries, who checked my mimeographed reference lists, had a part in this manuscript. I wish especially to acknowledge my indebtedness to Isabella K. Rhodes, Columbia University; Lydia M. Gooding, formerly of Emory University, and now of Syracuse University; Anna P. Durand, of the Carnegie Library School, Pittsburgh; Lucile Kelling, of the University of North Carolina; Edith M. Coulter of the University of California; and S. Metella Williams of Louisiana State University. To these names could be added many more who commented on parts of the manuscript at library conferences and on visits to the Peabody Library School.

LOUIS SHORES

*Nashville, Tenn.*  
December 1, 1938.



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# Introduction to Reference

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## I. THE PLACE OF REFERENCE IN THE LIBRARY

### LIBRARY ORGANIZATION

Every well-organized library, large or small, public, college, or school, consists of four main divisions of work: acquisitions, preparations, circulation, and reference.

The *acquisitions* division acquires the materials of the library; is responsible for the selection, ordering and, frequently, accessioning of books, periodicals, manuscripts, pictures and whatever else goes into a library. In a large organization, there is a considerable staff of book selectors, some concerned with selecting from the 10,000 titles currently published in America those books the library needs and can afford to purchase, others at work on the problem of locating old and rare publications, and still others undertaking to determine to which periodicals and continuations the library should subscribe. When the selections have been made, the order department determines what sources will provide the best discounts and services. In a large library the heavy duties of acquisitions are performed by a staff of workers; in the very small library a single librarian may do all acquisitions tasks in addition to his other duties. The activities of the acquisitions division are the content of book selection, administration, records and methods courses in library school.

After library materials have been acquired, the responsibility of preparing them for the shelves rests with the *preparations* division. The large library has a corps of specialists who classify material in their various specialties before passing the classified items on to equally well-trained catalogers. Mechanical tasks of

pasting, marking and labeling are also done here, but by untrained clerical workers.

Library materials are now ready for distribution and dissemination. This is largely the work of the two divisions in direct contact with the public. The *circulation* division is entirely responsible for the distribution of material intended for home use, and frequently assumes responsibility for readers advisory service as well.

Whether placed under circulation or organized independently, the duties which are undertaken by the *reference* division comprise an important phase of librarianship demanding much training and scholarship. Considered primarily as the library's information bureau, reference in reality serves as the interpreter between readers and books. More will be said of this work later. At present, if we trace a book through the library we find that it follows approximately the following route:

- I. Acquisitions division acquires book
  - A. Selected by book selection department
  - B. Ordered by order department
  - C. Accessioned by accessions department
- II. Preparations division prepares book for shelf
  - A. Classified by classifier, who assigns number
  - B. Cataloged by cataloger, who makes an average of five cards for each book
  - C. Lettered, labeled, pocketed and otherwise physically prepared to go to the shelves
- III. Circulation division distributes book
  - A. By shelving it for prompt location
  - B. By charging and discharging it to readers and maintaining a record of where it is at all times
  - C. By encouraging and stimulating use of the book
- IV. Reference division interprets book to readers

#### REFERENCE WORK

According to the above outline of tasks performed in libraries it will be here contended that the reference worker as the liaison agent between book and reader is the least mechanistic and the



most humanistic in the performance of his duties. Printed book lists for almost every type of reader needs have tended to reduce the acquisitions duties to those of checking holdings with accepted standards. D.C. and L.C. call numbers on printed cards, and the L.C. catalog cards have made the classifiers' and catalogers' jobs in popular and educational libraries much simpler. Mechanical charging machines in some libraries tend to reduce loan desk duties to factory-like piece work. But no automaton can undertake the interpretative function of reference.

The above, in outline, was the content of an inspirational talk delivered to a first-year reference class one summer. Somewhat later, a member of the class wrote on this subject as follows:

Whatever may happen to the other departments of library work Reference must forever remain a human function. Mechanical devices, the products of a machine age, have already found their way into scholarship and with "robot" portent threaten to reduce a major portion of librarianship to routine. There are the charging machines, for example, which circulate books more quickly and efficiently than the fastest desk assistant; L.C. cards and the Decimal classifications appearing on them now for the first time, have reduced most cataloging almost to routine; basic lists for college, public and school libraries make book selection a clerical task of checking the library's holdings with the expert's selections; in short, library service tends more and more to become largely mechanized and dehumanized, except at one point—the point of contact with the individual reader. And nowhere is this more evident than in the reference department. As someone has said, no one yet has succeeded in inventing an automaton to answer all the wise and foolish questions asked by the American public.

#### REFERENCE DIVISION OR DEPARTMENT

Below are three definitions, each by a leading authority in the field:

The Reference Department of a library is that part of the system which is charged especially with the task of aiding readers in their use of the library, particularly in their use of the resources and books within the library walls as distinguished from the withdrawal of books for home reading.—*Mudge*.

Sympathetic and informal personal aid in interpreting library collections for study and research.—*Wyer*.

Reference work is organized effort on the part of libraries in aid of the most expeditious and fruitful use of their books.—*Bishop*.

Some of the duties a reference librarian may be called upon to perform can be classified under the following headings:

- I. *Answer questions*
  - A. *About the community, whether city, campus, building, or library*: Where is the Union Station? Which is the administration building? On what floor is the card catalog?
  - B. *About facts*: Date of the Chicago fire; Number of counties in Tennessee; Leading batter in the American league; Capital of Ethiopia
- II. *Locate materials for speeches, papers and hobbies*: History of Chicago; How to get money out of the U.S. Treasury; Furniture
- III. *Research*: Compile bibliographies; Annotate, abstract, or summarize literature in a given field; Document or establish assumptions
- IV. *Instruction*
  - A. *Informal*: Teach catalog use, or use of any reference tool at time question is being answered, or material located, or even research conducted
  - B. *Formal*: In school and college courses; Chapel, assembly, Freshman week, club lectures
- V. *Advisory*: Recreational and cultural reading advice

#### PERSONNEL

Personnel in the separately established reference department usually includes either a chief reference librarian and assistant or the librarian and certain staff members who devote part of their time to reference. Among the qualifications for reference work ranked high by all members of the profession<sup>1</sup> are:

- |                           |                      |
|---------------------------|----------------------|
| 1. Intelligence           | 6. Courtesy          |
| 2. Accuracy               | 7. Resourcefulness   |
| 3. Judgment               | 8. Tact              |
| 4. Professional knowledge | 9. Alertness         |
| 5. Dependability          | 10. Interest in work |

<sup>1</sup>Wyer, J. I. *Reference work*. Chicago, A.L.A., 1930. p.235-38.

- |                        |                     |
|------------------------|---------------------|
| 11. Memory             | 20. Health          |
| 12. Mental curiosity   | 21. Initiative      |
| 13. Interest in people | 22. Industriousness |
| 14. Imagination        | 23. Speed           |
| 15. Adaptability       | 24. Poise           |
| 16. Perseverance       | 25. Patience        |
| 17. Pleasantness       | 26. Forcefulness    |
| 18. Cooperativeness    | 27. Neatness        |
| 19. System             |                     |

## REFERENCE MATERIALS

The success of any reference department depends upon two factors, (1) possession of the right material and (2) knowledge of how to get the most out of that material. There is a wide range to what is covered by the heading, "reference materials": books, periodicals, documents, pamphlets, pictures, clippings, music scores, maps, in fact anything that will contribute to meeting a specific reader need. Many years ago, Librarian Richardson suggested that reference materials have three meanings in the minds of most librarians, namely, (1) specific facts, (2) not allowed to circulate, and (3) accessible to the public.<sup>2</sup> It is still true today, to a large extent, that reference materials are consulted for specific information, they do not circulate, as a rule, and readers will find them on the shelves around the walls of the main reading or reference rooms.

## II. THE STUDY OF REFERENCE BOOKS

### WHAT ARE REFERENCE BOOKS?

One does not usually read a dictionary through from cover to cover. The reason is fairly obvious. Dictionaries do not present related material in a sequence intended to invite continuous reading; they contain separate facts conveniently arranged for intermittent consultation. Conversely, a novel is not frequently referred to for specific facts; it is written and meant to be read through. In general, reference books are distinguished from other books because they are *referred* to for specific information.

<sup>2</sup> *Library Journal*. 1893. v.18, p.254.



This distinction has been variously stated by librarians in their definitions of reference books. At the same time it has been recognized that such a theoretical distinction on paper does not distinguish the "R" books in the reference room from the "regular" books in the stacks of a library. For example, the definition, "A reference book is one which is consulted to obtain some particular fact or matter from it and not one that is read through as a whole,"<sup>3</sup> might be interpreted to include a play by Shakespeare if the reader consulted it simply to recall an incident or a character's name. And on the other hand, while the task of reading through the *Encyclopaedia Britannica* from the first page of the first volume to the last page of the 24th volume is only a possibility, there are many reference books listed in Mudge's *Guide* which lend themselves readily to continuous and enjoyable reading. This Librarian Brown recognized when he qualified his definition by adding, "But any book which may be consulted in the way indicated is also legitimately a reference book." Later Librarian Richardson emphasized that *use* determines the nature of a book. "Reading implies extended use; reference, selective use. . . . It is not so much a kind of book as a kind of use for any book, and when the book is used for that purpose it is a reference book."<sup>4</sup> A reference book, may, therefore, be defined as *any book which is used to refer to for specific information*. At the same time, it will be recognized that certain books are used only occasionally in that way and certain others almost never in any other way. The latter group of books and especially a selected representative few will be studied carefully here.

#### TYPES OF REFERENCE BOOKS

The last edition of the *Guide to reference books*<sup>5</sup> lists about 4,000 titles classified by general types and subjects and distributed as follows:

Periodicals, essays, debates, dissertations. . . . .	198
Society publications. . . . .	28

<sup>3</sup> Brown, J. D. *Manual of library economy*. N.Y., Wilson, 1920. p.375.

<sup>4</sup> Richardson, E. C. *The reference department*. Chicago, A.L.A., 1911. p.1-3.

<sup>5</sup> Mudge, Isadore G. *Guide to reference books*. Chicago, A.L.A., 1936.

Encyclopedias .....	65
Dictionaries .....	315
Special subjects.....	2791
Philosophy .....	20
Religion .....	200
Social sciences.....	568
Science .....	238
Useful arts .....	237
Fine arts.....	165
Literature .....	582
Biography .....	414
Geography .....	138
History .....	229
Government documents.....	67
Bibliography .....	409

Almost all of these titles are reference books in the purer sense of the term in that they are used chiefly for consultation purposes and are rarely read through from cover to cover. Aside from their subject content they can be divided as to types according to the following forms:

- I. *Dictionaries*—Alphabetically arranged lists of words of a language, or terms of a subject, with definitions
  - A. Language
  - B. Subject
- II. *Encyclopedias*—Alphabetic or classified arrangement of man's knowledge
  - A. General
  - B. Subject
- III. *Yearbooks*—Annual records of progress
- IV. *Handbooks*—Statistical, practical, legislative, excerpt, miscellany
- V. *Directories*—Of persons, places, organizations
- VI. *Representations*—Maps, atlases, charts, plans, portraits, pictures
- VII. *Serials*—Publications issued in parts at more or less regular intervals
  - A. Periodicals and newspapers
  - B. Society and institutional publications
  - C. Government documents
  - D. Pamphlet series

- VIII. *Indexes*—Analyses or indicators of the contents of books, periodicals, etc., including abstracts, digests and summaries
- IX. *Bibliographies*—Lists of books, periodicals, etc.
- A. General
  - B. Subject

These nine types represent, of course, an arbitrary form classification of materials. Other groupings, ranging from 48 different rubrics in *Mudge* to about six headings in *McCombs*, can be found in the following works:

- COWLEY, J. D. Use of reference material. . . London, Grafton, 1937. 158p.
- McCOLVIN, L. R. and McCOLVIN, E. R. Library stock and assistance to readers. London, Grafton, 1936. 229p.
- MINTO, JOHN. Reference books. London, Library Assn. 1929. 2v.

The table on page 9 includes one illustration for each form type under the subject groupings adopted in this book.

There are also general reference books, i.e., general dictionaries, encyclopedias, etc., which are confined to no special subject but which include all subjects.

#### EVALUATION OF REFERENCE BOOKS

For intelligent and efficient use of reference books, knowledge of the authority, scope, treatment, arrangement, bibliographies and special features of a book is prerequisite. Each of the nine types of reference books mentioned has certain special features of arrangement and make-up that contribute to the facility with which facts may be located. Similarly, authority, scope and bibliographies are important considerations. For each book used there are distinguishing characteristics which must be known before that book becomes a reference tool. Constant practice in the use of books will train one to examine reference tools for certain qualities which every good reference book should have.

This is especially important at a time when many spurious works are being sold through high-powered salesmanship. The practice of misrepresentation has grown to such proportions that subscription book publishers themselves have been forced to draw

# TYPES OF REFERENCE BOOKS AND EXAMPLES

<i>Form</i>	<i>General</i>	<i>History</i>	<i>Social Sciences</i>	<i>Science</i>	<i>Applied Sciences</i>	<i>The Arts</i>	<i>Literature</i>	<i>Philosophy and Religion</i>
Dictionary	Webster's new international dictionary	Brewer, Historic notebook	Warren, Dictionary of psychology	Henderson, Dictionary of scientific terms	Dorland, Medical dictionary	Adeline, Art dictionary	Magus, Dictionary	Cruden, Concordance
Encyclopedia	Encyclopaedia Britannica	New Larned history for ready reference	Encyclopaedia of the social sciences	Van Nostrand's scientific encyclopedia	Encyclopedia of food	Grove, Dictionary of music	Warner library	Hastings, Encyclopedia of religion
Yearbook	Americana annual	Annual register	Social work yearbook	American ephemera	Yearbook of agriculture	Pierre Key's music year book	Year's work in modern languages	Yearbook of the churches
Handbook	Douglas, American book of days	Ploetz, Manual of universal history	U. S. code	Handbook of chemistry and physics	Settlement cook book	Bancroft, Games	Oxford companion	Bulfinch, Age of fable
Directory	Who's who in America	U. S. Geographic Board, Sixth report	Thomas' register	American men of science	American medical directory	Who's who in American art	Kunitz, Living authors	Yearbook of the churches
Representation	Rand McNally, World atlas	Shepherd, Historical atlas	Census atlas	Barton, Guide to constellations	Anatomical atlas	Ars una	Garnett and Gosse, English literature	World missionary atlas
Serial	Atlantic Monthly	American Historical Review	American Economic Review	Biometrika	Hygeia	Etude	New York Books	Christian Century
Index	Readers' Guide	International Index	P.A.I.S.	Industrial Arts	Agricultural Index	Art Index	International Index	International Index
Bibliography	U. S. catalog	Guide to historical literature	London bibliography	Neisel, Bibliography	U. S. Surgeon General's Office, Catalog	Standard catalog	Northrup, Register	Rand, Bibliography of philosophy, etc.



up a code of fair practices. Among the practices condemned are distribution of an old work as new by omitting early copyright dates; and representing that a certain set of books is presented free to an individual in exchange for a testimonial letter and signature to a contract which compels the individual to subscribe to a service for a number of years, which service in reality costs more than the set itself is worth. In 1930, the American Library Association launched *Subscription Books Bulletin*, a quarterly journal issued to subscribers for two dollars a year, which undertakes to evaluate books as Consumers' Research<sup>6</sup> evaluates numerous other consumer articles. The very first issue of *Subscription Books Bulletin* (1:1-2) sets forth its aim to help not only librarians but the general public, including teachers and laymen, and publishers who will in this way be aided to understand what librarians demand of a reference book. It is the duty of the trained librarian to inform prospective book purchasers of this service and to warn them against the practices of unscrupulous publishers. In order to evaluate books for himself, the librarian needs to apply certain criteria to every reference book.

#### AUTHORITY IN A REFERENCE BOOK

Accuracy and responsibility are expected of any reference book. One wants information on psychology from a psychologist, on economics from an economist, on music from a musician, and one wants the conveyors of this information to be authorities in their respective fields. Hence the value of a reference work is based in no small measure on the reputation of the author or authors.

Much information on this point can be gleaned from the title page, where, if the book is by one or more authors, degrees and titles will often follow the name or names. In the case of larger works prepared by a corps of writers, an examination of the editorial board responsible for the publication, as well as of the list of contributors, will enable one to estimate the probable authority of the work. Signed articles are often indicative of authoritative material and the names of the signers present a

<sup>6</sup> Consumers' Research, in its confidential bulletin, March 1935, also undertakes to rate encyclopedias, dictionaries, and various subscription book sets.

due to the accuracy and responsibility one can attach to the information offered.

#### SCOPE OF A REFERENCE BOOK

Before a reference book can be used to obtain specific facts its aim must be known to the user. An encyclopedia of ethics is unlikely to be serviceable to one in quest of information about the molecular weight of hydrogen. But the same work may contain articles in political science, sociology, anthropology and related fields. Hence a knowledge of the scope of a book is fundamental to the use of that book. A careful memorization of the full title of a work is often sufficient. For example, R. A. Peddie's *Subject index of books published up to and including 1880* indicates the following scope items:

1. *Subject*—books, or bibliography
2. *Limitations*—by time, books published before 1880; by place, apparently none
3. *Arrangement*—by subject, probably alphabetically, since most indexes are so arranged

Supplementary facts can often be learned from the title page and the table of contents. Failing in these, a reading of the preface or introduction often presents the field or fields covered, limitations in time, place or subject, certain special features claimed and comparisons with rival works. Conclusive evidence of the book's true scope comes with the use of the text. A good test of the text is an examination of familiar material on a specific topic.

#### TREATMENT IN A REFERENCE BOOK

Formerly, a certain ancient and honorable reference set was known for its long, dry scholarly articles written by authoritative specialists. For a select group of readers this treatment was the only readable form. Recently, the same reference work introduced a reform in treatment by shortening and popularizing the articles. Whether scholarship was sacrificed to popularity in this case is debated hotly by specialists and teachers. Conceding the

specialists' contention, it is questionable whether a reference book such as is to be used in a general library should aim to be either the first or the last word in the field. Certainly if ready reference is desired, brief and readable material is essential, with good bibliographies for the specialists who want to delve deeper.

In addition to style there is the matter of selection and its relation to impartiality. Inaccuracy and falsification of facts are inexcusable in a reference book, but bias is only human. A book may be absolutely factual as far as it goes, but by omitting certain other facts it may present a colored statement. In religious, political and other controversial subjects it is especially necessary to be on one's guard against bias.

#### ARRANGEMENT IN A REFERENCE BOOK

Facility in the use of a reference book is dependent upon the systematic arrangement of materials. The system most frequently used is the alphabetic one employed by dictionaries, encyclopedias and indexes. While this is the simplest arrangement it presents complexities in alphabeting which must be mastered. Among encyclopedias, for example, some will be found in which "Newark" precedes "New York," and others in which "Newark" follows "New York." Umlauted vowels (as in Müller) are treated as one (u) or two (ue) letters depending on the rule adopted. Often the alphabetic list contained in the text is insufficient as in the case of the encyclopedia with long articles on broad subjects. In this case an alphabetic index of small topics with reference to the long article which contains them is essential. Again, the subject may be found under a heading different from the one under which one seeks it. The use of the older head "Wireless Telegraphy" for the better known "Radio" is an illustration which indicates the need for cross references.

Other arrangements found in reference books include the chronologic. Historical outlines listing events by date, from the dawn of history to the present, illustrate this form, which an alphabetic index frequently renders more useful. Statistical manuals usually follow a tabular arrangement, in which case a list of the tables

usually precedes the text. Here, too, an index to the material contained in the tables is a helpful accessory.

Classified arrangements are usually enlisted in bibliographies, treatises, monographs, textbooks, and are an attempt at logical rather than mechanical arrangement. To the specialist in the field the classified system facilitates a readier use of the material than any other plan. But the layman requires an alphabetic index to render the work serviceable.

Atlases and maps follow a regional arrangement most often, beginning at home with the state, country and continent in which the work is published, and ending with the most remote island. In such a case, a list of maps and an index are indispensable.

#### FORMAT IN A REFERENCE BOOK

The physical make-up of a book from cover to cover often sells it. Attractive binding, durable paper, clear type, generous margins, striking illustrations are tangible features which even the layman can appreciate. For library purposes buckram or fabrikoid binding, an opaque paper, a wide inside margin for rebinding purposes, and lines of type separated by wide spaces are wanted.

#### SPECIAL FEATURES IN A REFERENCE BOOK

If each of the 300 odd reference books which constitute the reference librarian's working repertoire is to stand out as an entity, distinguishing features will have to be sought. It is here suggested, therefore, that as a new book is seen for the first time some peculiarity of that book be at once remembered. That is the way we begin to learn faces, makes of automobiles, wild flowers. This point was brought home strikingly when a famous botanist who could name every flower on sight confessed that all motor cars looked alike to him and that he could not tell a Chevrolet from a Dodge. At first he saw nothing distinctive in the hoods of these various makes, but gradually he began to discern individuality, not only in the radiator grilles, but in the headlights, fenders, bodies, etc. Reference books have comparable differences, in authority, scope, treatment, arrangement and



format. An encyclopedia may be remembered for the fact that Charles A. Lindbergh contributed to it the article on aviation. A dictionary may remain in one's memory because its scope includes only the 25,000 words most frequently used in English speech and writing as determined statistically. Striking articles with newspaper lead-sentences and sensational statements may distinguish the treatment in a yearbook. Classified arrangement with a dictionary index is certainly not the vogue in the encyclopedia field. A purple binding with an ingenious device for teaching children to keep the books of a set in order on the shelves constitutes a special format feature. It is items such as these which must be fastened upon as aids in recalling the points necessary for the successful use of a reference book. Mastery of a book's features will, of course, come more readily with use, but a degree of familiarity can be attained before. This is essential because nothing shakes a reader's confidence so much as watching a library worker who obviously does not know his tools, fumble through a book, uncertain of its arrangement, scope, etc. Reference books must be taken from the shelves knowingly and with confidence that they will yield the information wanted.

As a working outline for the evaluation and use of reference books in general, the following is suggested:

#### EVALUATION AND USE OF REFERENCE BOOKS—STUDY OUTLINE

##### I. AUTHORITY

- A. *Author's reputation*: are authors' names known or found in "Who's who?"
- B. *Publisher's reputation*: what else published?
- C. *Imprint, copyright and previous dates*: also dates of bibliography items and articles
- D. *Revision extent*: compare latest with previous issue
- E. *History of work*: based on an older work, or entirely new

##### II. SCOPE

- A. *Stated purpose*: examine publisher's or editor's or author's aims
- B. *Fields covered*
- C. *Limitations stated*
- D. *Relation to and comparison with other works*

## III. TREATMENT

- A. *Style*: popular or scholarly
- B. *Bias*: point of view

## IV. ARRANGEMENT

- A. *Order of materials*: logical; alphabetic; geographical; chronologic; tabular; statistical
- B. *Indexes*: fulness and exactness
- C. *Cross references*: see and see also
- D. *Small topic vs. large topic*

## V. FORMAT

- A. *Number of volumes or pages*
- B. *Binding*: cloth, buckram, fabrikoid, leather
- C. *Paper*: durability, opaqueness
- D. *Typography*: size, print, leading
- E. *Page make-up*: margins, columns
- F. *Illustrations*: color, black and white, line drawings, maps, etc.

## VI. SPECIAL FEATURES: (Features peculiar to one book only)

- A. *Bibliographies*: recency, citation accuracy, selection
- B. *Authority*: outstanding names
- C. *Scope*: unique purpose, etc.
- D. *Treatment*: unusual leads
- E. *Arrangement*: mechanical devices to facilitate use
- F. *Format*: any striking physical feature

## III. CITATIONS AND CITATION FORM

In making a reference to a book or an article, care should be taken to include all information necessary to locate that book or article and to give this information in generally accepted bibliographic form. This is important not only to enable the searcher to locate the material again without loss of time, but to help another person in search of the same material.

The information necessary to identify a book consists in the data relating to a book which set it apart from all other books in the world. This usually includes:

1. *Author's name*. The rules of catalog entry for secondary fulness are followed: i.e., write out one forename, and give initials for two or more forenames, except in the case of women's names, when the first forename

may be given in full. Married women's names include the maiden name in curves.

*Examples:*

Lewis, Sinclair—one forename  
 Mencken, H. L.—two forenames  
 Wood, C. E. S.—three forenames  
 Sears, Minnie E.—woman with two forenames  
 Parsons, Mrs. Elsie W. (Clews)—married woman with maiden name in curves

2. *Title.* Capitalize initial letter of first word and of proper nouns.

*Examples:*

Lewis, Sinclair. Main street  
 Mencken, H. L. The American language  
 Wood, C. E. S. Heavenly discourse

3. *Imprint.* Title page or last copyright date is frequently enough. Sometimes edition may be given.

4. *Collation.* Give inclusive paging and number of volumes if there is more than one.

In full bibliographical form the above four items are given complete. For example, in the compilation of a bibliography, entries should appear as follows:<sup>7</sup>

Keller, Helen R. Dictionary of dates. New York, Macmillan, 1934. 2v.

1. Author .....Keller, Helen R.
2. Title .....Dictionary of dates
3. Imprint .....New York, Macmillan, 1934
4. Collation .....2v.

Each of the four units is separated by three typewriter spaces from those preceding and following.

Citation form, such as the reference librarian uses to preserve the results of his efforts in gathering a particularly useful or evasive bit of information, recognizes these four units in abbreviated form, as follows:

Keller, Helen R. Dict. of dates. 1934. v.1, p.297-99.

For general purposes the above four items are sufficient to locate citations.

<sup>7</sup> This does not fail to recognize the existence of other approved forms, like those found in the H. W. Wilson and University of Chicago Press style manuals. The form illustrated here is the one adopted in the Peabody Library School.

A more specific page reference form was proposed by Melvil Dewey and adopted by the *Library Journal* in its own index to volume two:<sup>8</sup>

p.100<sup>8</sup>—page 100, 8/10 or 4/5 of the way down the page

p.100<sup>15</sup>—page 100, column 1, 1/2 way down the column.

The *Encyclopaedia Britannica* uses a variation of this form at present by dividing its two-column page into four sections, upper left, lower left, upper right, lower right, and designating them a, b, c, d, respectively, 

a	c
b	d

 so that a reference "v.3, p.506a" signifies upper left-hand column on page 506. This degree of specification, however, is essential in locating material only in exceptional cases where a line or two is likely to be buried in a large page of crowded print.

Some examples of complete citations follow:

1. Reference to an unsigned article on Matthew Arnold in Monroe's *Cyclopedia of education*:

Monroe, Paul. *Cyclopedia of education*. 1926. v.1, p.219-20.  
Arnold, Matthew.

2. Reference to an article in Sturgis' *Dictionary of architecture and building* on the "Architecture of Belgium," by C. H. Blackhall, beginning in column 272 and ending in column 280:

Sturgis, Russell. *Dictionary of architecture and building*. 1905. v.1, cols. 272-80. Belgium, Architecture of, by C. H. Blackhall.

3. Reference to Robert Burns's poem, "The cotter's Saturday night," in Newcomer and Andrews' *Twelve centuries of English poetry and prose*:

Newcomer, A. G. and Andrews, A. E. *Twelve centuries of English poetry and prose*. 1910. p.401-14. The cotter's Saturday night, by Robert Burns.

4. Reference to list of historic shrines in Blair Tavenner's *Brief facts*:

Tavenner, Blair. *Brief facts*. 1936. p.308-21. Historic shrines.

5. Reference to political map of Europe in *Compton's encyclopedia*:

Compton's pictured encyclopedia. 1936. v.4, p.326-27. map.

6. Reference to a periodical article:

Compton, C. H. Federal aid for libraries. *A.L.A. Bulletin*, Dec. 1938. v.32, p.1011-12, 1072.

<sup>8</sup> *Library Journal*. 1876. v.1, p.301.



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# Dictionaries

## I. INTRODUCTION

### SOME DEFINITIONS

A dictionary may be defined as "a book containing a collection of the words of a language, arranged alphabetically or in some other definite order, with explanations of their meanings and often with other information concerning them in the same or in another language."<sup>1</sup> This suffices for the present study of language dictionaries if one does not forget the long list of reference titles which alphabetically list and compactly or otherwise define special subject terms in every field from art to zoology. A language dictionary is concerned primarily with words and not with the things for which these words stand. Yet dictionaries of special subjects go past the word and into the thing itself with a detail that often approaches monographic proportions. For that matter, the language dictionaries, themselves, have annoyed "purist" critics by including much encyclopedic material to increase the sale of the publication. It is now so uncommon to find among dictionaries a wordbook, only, that the *Oxford dictionary* has become distinctive almost as much on that score as on any other. Strictly and briefly speaking, therefore, the language dictionary is an alphabetic list of defined words in one or more languages.

The following terms are more or less related to the word dictionary:

*Glossary*—A partial list of dialectal, antiquated, or technical terms accompanied by explanations or "glosses"

<sup>1</sup> *Encyclopaedia Britannica*. 14th ed. N.Y., Encyclopaedia Britannica, 1930. v.7, p.338.

*Gradus*—A dictionary designed to aid in writing poetry

*Lexicon*—Usually a dictionary of some foreign language

*Thesaurus* (verborum)—A treasury of words

*Vocabulary*—Restricted to a single work or to some division of the language

*Wordbook*—A collection of words

#### HISTORY OF ENGLISH LEXICOGRAPHY

The first English dictionaries confined their vocabularies to "hard" words. To the early lexicographers there seemed to be no reason for including simple English terms generally understood; the chief use for a dictionary was, as they saw it, to explain difficult words taken from foreign languages. As late as 1658, Edward Phillips, a nephew of John Milton, described his *New world of English words* as "containing the interpretation of such hard words as are derived from other languages."

Sixty-three years later, Nathan Bailey, the father of the "unabridged" idea, attempted to collect and to define all the English words in good standing for his *Universal etymological English dictionary*. He gave etymologies, marked accents, and took several long steps in the direction of modern dictionary-making. But even Bailey's dictionary was not inclusive for the words of his day, as our dictionaries are designed to be for the words today. The feeling was still pretty general that lexicography was mentally and morally responsible for the written and oral expressions of a nation, and that lexicographers, therefore, were ethically and patriotically bound to set linguistic standards for their countrymen.

This feeling was rather clearly illustrated in the Italian, Spanish and French dictionaries undertaken by the respective national philological academies in that day for the specific purpose of recording those words scholars accepted as "respectable." It was therefore not unnatural for men like Addison, Swift and Pope in England to be influenced by these projects in their lexicographical thinking and to determine to undertake a similar national work for Britain with the idea of establishing the cultured English language. There being no institution in England comparable to

the Académie Française in France, the work devolved upon the unorganized literary groups of the time whose unanimous choice for the editorship was the literary dictator of the age, Samuel Johnson.

Boswell relates how, on one occasion after Dr. Johnson had determined to assume the work, he was visited by Dr. Adams. Said:

ADAMS: This is a great work, Sir. How are you to get all the etymologies?

JOHNSON: Why, Sir, here is a shelf of Junius, and Skinner and others; and there is a Welch gentleman who has published a collection of Welch proverbs, who will help me with the Welch.

ADAMS: But, Sir, how can you do this in three years?

JOHNSON: Sir, I have no doubt that I can do it in three years.

ADAMS: But the French academy which consists of forty members, took forty years to complete their dictionary.

JOHNSON: Sir, thus it is. This is the proportion. Let me see; forty times forty is 1600. As 3 to 1600, so is the proportion of an Englishman to a Frenchman.

Boswell tells us further that by 1747 the "plan" or prospectus, addressed to Philip Dormer, Earl of Chesterfield, was published and that for the work involved the learned Doctor was to receive £1575.

The great book itself, which was finally published in 1755, dominated English lexicography for over a century. It introduced quotations as a means of illustrating word use and in general represented an almost unbelievable accomplishment for one man. Weaknesses, to be sure, it had, and these appeared most frequently in definitions where prejudice and a sense or lack of humor combined, often, to distort and complicate meanings. Four classic examples are often cited:

*Network*—anything reticulated or decussated at equal distances, with interstices between the intersections

*Pension*—pay given to a state hireling for treason against his country

Johnson's contempt for the Scotch often referred to by Boswell finds expression in the definition of:



*Oats*—a grain which in England is generally given to horses, but in Scotland supports the people

To which last, it is said, the reply was made, "England is known for its horses and Scotland for its people."

Samuel Johnson's own definition of a lexicographer, and consequently a characterization of himself, was:

*Lexicographer*—a writer of dictionaries; a harmless drudge

Notwithstanding some weaknesses, Johnson's *Dictionary of the English language* remained the final word authority for over a century.

In America, Noah Webster, fully as patriotic as Johnson, determined to do for the American language what his predecessor had done for the English. He spent many years abroad studying etymologies, and when he returned he applied his knowledge in the assembling of various Americanisms which more nearly represented the English spoken in the new world. In 1828 appeared the *Webster dictionary*, containing 70,000 words, or 12,000 more than Johnson's. The dominant note in lexicography, however, remained the critical one expressed by the national projects of the Latin-European countries, and by Samuel Johnson, in which the lexicographers set themselves up as censors to determine what words are proper.

It was in 1857 that Dean Trench read before the Philological Society in London his protest entitled *Some deficiencies in existing English dictionaries*, in which he declared that a dictionary "is an inventory of the language. . . . It is no task of the maker of it (dictionary) to select the good words of the language. . . . He is an historian (of the language) not a critic . . ." and so sounded the keynote of modern dictionary making. The scientific theory had already been applied by the Grimm brothers to their work, the first volume of which appeared in 1854, and now upon Dean Trench's foundation the projection of the Oxford dictionary, which subsequently was to be 70 years in the making, was commenced for the English nations.

Today, unabridged dictionaries operate on this theory: record

such words as are used and exclude or relegate to subordinate positions those terms which have fallen into disuse. No longer can a dictionary and its makers set "a style" to be imitated by the speaking and writing nation. Instead, the lexicographer must mirror even the man-on-the-street's colloquialisms, whenever those expressions become sufficiently widespread. Thus "guy" and "kid" and "sub" and "broadcasted" become semirespectable and dictionary makers declare with Montaigne, "Reject nothing which is current on the streets—for the man who would correct usage by grammar is a simpleton."

#### STUDY OF UNABRIDGED DICTIONARIES

Dictionaries are most frequently referred to for specific information about words. Names of persons and places, maps of distant territories, dates of famous battles, references to many things may often be located in the unabridged dictionary; but its first function must always remain meanings, pronunciations, spellings, and uses of words. In so far as a dictionary is a complete and useful wordbook it is performing its special reference task. All encyclopedic matter, though useful, is extraneous and noncontributory to the effectiveness of the dictionary.<sup>2</sup>

To determine this effectiveness dictionaries must be examined carefully and systematically. Many spurious works are finding their way to the subscription market in spite of professional vigilance on the part of library organizations. Too often the uninitiated buyer is misled by the word dictionary to purchase any semblance of scholarship which can be passed off between two attractive covers. More frequently yet, books continue to sell on previous reputations long since outlived. It behooves the reference worker, therefore, to know his dictionary with its limitations and features.

Excellent suggestions for the study and evaluation of dictionaries are contained in Mudge's *Guide to reference books*, Wyer's

<sup>2</sup> Although this position is adequately supported by Miss Graham, in the *Bookman's manual* (1935, p.48-49) and by others, the late F. Sturges Allen had something to say on the other side in his article for Monroe's *Cyclopedia of education* (1915, v.2, p.324-27).

*Reference work*, Graham's *Bookman's manual* and the *Subscription Books Bulletin*, issue of October 1934. The last urges that "Sound policy is to buy the largest, most up-to-date, and generally best English dictionary which the library can possibly afford." In order to determine just which dictionary is the best for general or particular purposes certain criteria have been set up. The Wyer scheme is based on the order of the table of contents of the average dictionary; the Mudge outline, under seven general heads, examines up-to-dateness, vocabulary as a whole, information for each word, illustrations, abbreviations, additional vocabularies and special features. Other outlines are suggested by Mathews (in his *Survey of English dictionaries*, 1933) in the chapter on "some modern dictionaries"; by F. Sturges Allen in his *Cyclopedia of education* article, and by others. All agree upon certain basic criteria which must be considered in the evaluation of dictionaries for purchase and use.

#### CRITERIA FOR EVALUATION AND USE

1. As in all other reference books, *authority* in a dictionary is fundamental. Here are publications issued by a commercial firm upon its own authority; there are other works supported by eminent authorities in the field. The title page will often reveal to what extent the content can be accepted. Scholars in lexicography and linguistics are certain to contribute only to a sound work. But often a work that was formerly scholarly is no longer so, either because the scholars are dead or because they are no longer connected with the publication, which, through lack of revision has grown out of date. A comparison of copyright and title page dates is often a check. Comparisons between early and late editions should be made whenever possible to see how extensive the revisions have been.

2. *Format* is another consideration in the examination of dictionaries. The one-volume work appears to be most popular, although there is no reason why multi-volume dictionaries should not prove advantageous. Recently, *Century* has converted its three-volume abridgment of the old unabridged into a popular two-volume work. Perhaps a 10- or 20-volume set is not con-

venient outside of the library, but such a set makes possible a less monstrous format, as well as service for a larger number of people at the same time. Too, it should allow the use of larger and clearer type, thicker paper, more generous margins, and perhaps better and more numerous illustrations. Closely associated with or frequently considered a part of format is *arrangement*. There are peculiarities like the divided page, one alphabet for all entries, location of guide words and diacritical marks, and the presence of a thumb index. Any mechanical aid conducive to readier reference for specific word information is an advantage not to be discounted.

3. Just what the *scope* of a dictionary is can frequently be gleaned from the title page. Most dictionaries, with one notable exception, now include encyclopedic material. If the latter is included at the expense of the language vocabulary the dictionary will be an uneconomical purchase. Examining the dictionary proper to see how much Dean Trench's declaration has been followed is worth while. If the vocabulary contains only the literary language then the makers are laboring in the academy days. See how many colloquial or slang words can be found and rate the up-to-dateness of content and purpose accordingly. Conversely, obsolete words relegated to a subordinate position or generally omitted should be considered from the historical standpoint. The scholar in early literature and language will find himself insurmountably handicapped by such limited reference material. Foreign words and phrases in abundance are often a convenience when one cannot have each of the language dictionaries at hand; and their location, whether in the main vocabulary or in a supplement, must be known. A similar need for abbreviations will demand the same acquaintance with the work on that point.

4. *Word treatment*. Considering the word entries themselves, a number of features should be observed:

a. *Spelling* (orthography). One dictionary will adopt the conservative "through" while another will advocate the simplified "thru." English dictionaries will give "labour" for the American "labor." Check spellings



of words on which differences occur to determine whether dictionary recognizes legitimate variations.

*b. Pronunciation* (orthoëpy). Where a difference as to sounds or accents exists preference may be given to one of several possibilities, but omission of any one is a shortcoming. Thus, preferred pronunciation of the word "leisure" may be open to controversy, but to ignore any one of three pronunciations heard at one time or another is to be deficient. Variations between English and American dictionaries may often be striking as in the case of "clerk" pronounced "clark" in London and "corrected" to "cloyk" in New York! Important is the convenience of the method used to indicate pronunciation, whether diacritical marks or the amplified alphabet, and the location of the key. Phonetic symbols are still the simplest for most of us who were taught to read in that way and they are usually illustrated as căt; dâte; mět; mête; etc.

The amplified alphabet presents newer difficulties and variations. A comparison of the schemes employed in the *Oxford* and in the *New standard* dictionaries will serve to point out the fundamental differences between the International Phonetic Association's symbols adopted by the former and the characters in the N.E.A.'s amendment of the American Philologists' alphabet adhered to by the latter dictionary.

*c. Syllabication*. Centered or top periods between syllables, single hyphen, or spaces are used to define syllables. Exact syllable indications are needed for answering frequent questions about word division.

*d. Etymology*. Variations range from the chronological listing of derivations in original, ancient roots, such as may be found in an etymologicon, to complete omission. Some dictionaries give the roots in Greek or Hebrew symbols; other dictionaries anglicize.

*e. Definition*. There is some controversy about definitions and their order. The historical or chronological sequence of meanings followed by most dictionaries gives the oldest signification of the word first and the current one last. At least one dictionary has changed this order to present first the meaning most common today whether that be the earliest or latest historically.

*f. Quotations*. Every dictionary since Johnson's has made much of quotations. Often the use of a word in a sentence will indicate that word's meaning more effectively than any number of well-phrased definitions. For that reason, authoritative, numerous, and applicable quotations are desirable. The authority can more readily be established if the citations are accurate and complete. A quotation from Milton is more useful if it includes an exact reference to the poem and line.

*g. Synonyms and antonyms* add to the usefulness of a dictionary. While almost all dictionaries include the former, but few include the latter and there is some disagreement as to the place of both classes of words in the main vocabulary. At least one dictionary has made a supplement of synonyms and antonyms not unlike special wordbooks; other dictionaries clinch definitions with alternative or opposite terms.

*h. Syntax.* Grammatical instruction about a word's use in a sentence is sometimes included. Verbs may be conjugated and plurals for irregular nouns indicated. The part of speech is usually bracketed next to the word itself and illustrated in the quotation.

*i. Special features* are many. Biographical dictionaries, gazetteers, maps, historical chronologies, colored plates, statistics, censuses and what not, are offered as bait to prospective purchasers. That these are not without value is proved by the success with which individuals operate such a one-volume reference library. In the long run, however, dictionaries should not be purchased for special features alone which are included in other reference books.

## II. ENGLISH LANGUAGE DICTIONARIES

The remaining pages of this chapter present some two score titles. Ten of these are designated as "basic" titles to be mastered thoroughly by every reference librarian. The remaining works should at least be recognizable by author and title. Additional titles suitable for special language purposes are listed in Mudge's *Guide*.

Because these ten basic reference books are the first of some 172 to be mastered, some time is taken here to suggest a system and sequence for mastery. The dictionaries have been grouped as follows:

- Group I. Unabridged with vocabularies of over 400,000 words
- Group II. Semi-abridged with vocabularies ranging from 200,000 to 400,000 words
- Group III. Abridged with vocabularies ranging from 100,000 to 200,000 words
  - School with vocabularies ranging from 50,000 to 100,000 words
  - School with vocabularies under 50,000 words
- Group IV. Supplementary wordbooks

A final section deals with foreign language dictionaries.

#### GROUP I. UNABRIDGED DICTIONARIES

The oldest and most famous of American dictionaries, although now listed in its second edition, has appeared in at least

- 
- ① Webster's new international dictionary of the English language, 2d ed., unabridged. . . Springfield, Mass., Merriam, 1934. xcvi, 3210p. \$20.
- 

five previous editions. Not counting Noah Webster's *A compendious dictionary* of 1806, which included only about 38,000 words, there have been the following notable "Websters":

- 1828 *The American dictionary of the English language*, prepared by Noah Webster, himself, and containing 70,000 words, in two volumes.
- 1847 Same title, revised by Webster's son-in-law, Professor Chauncey A. Goodrich, after G. & C. Merriam had purchased the dictionary in 1843.
- 1864 Same title, but popularly referred to as the "Unabridged," revised by Noah Porter, who later became president of Yale. Two distinguished assistants aided in the revision—William Dwight Whitney, who later edited the *Century*, and Daniel Coit Gilman, who later became president of Johns Hopkins. The etymologies were modernized by C. A. F. Mahn of Berlin, and the vocabulary was increased to 114,000 words.
- 1890 *Webster's international dictionary*, edited by Noah Porter, with the assistance of Loomis J. Campbell as head of the office staff, and F. Sturges Allen as general editor. The vocabulary was increased to about 175,000 words. An edition containing a supplement of 25,000 additional words appeared in 1900.
- 1909 *Webster's new international dictionary of the English language*, edited by William T. Harris and F. Sturges Allen. The vocabulary totalled more than 400,000 words.
- 1934 The present edition is edited by William Allan Neilson, president of Smith College, Shakespeare scholar and editor, and associate editor of the *Five-foot shelf*. Thomas A. Knott, former professor of English in the University of Iowa, is general editor and Paul W.

Carhart, for 35 years a member of the Merriam staff, is managing editor. There are besides some 207 special editors including recognized authorities in many fields, among them:

- W. W. Atwood, on geography
- George Pierce Baker, on drama
- Charles H. Judd, on education and psychology
- G. L. Kittredge, on synonyms
- Roscoe Pound, on law
- Clark Wissler, on anthropology
- H. C. Wellman, on library science

From cover to cover, the contents are:

I. Introductory

- A. Publisher's statement:  $\frac{3}{4}$  page introducing editors, history, policy
- B. Preface: Editor Neilson on history, scope, policy
- C. Introduction: dealing with scope, arrangement, organization, content
- D. Editors: List, photographs, organization explanations, biographical sketches
- E. Pronunciation guide: Webster symbols and I.P.A. alphabet compared; disputed pronunciations compared with preferences in six other dictionaries
- F. Orthography: Noah Webster's rules taken as a basis
- G. Pronunciation consultants: list
- H. Brief history of the English language, by Hadley and Kittredge
- I. Abbreviations used in the dictionary
- J. Explanatory notes: excellent page chart and detailed notes are aid to use

II. Vocabulary

III. Appendix

- A. Abbreviations
- B. Arbitrary signs and symbols
- C. A pronouncing gazetteer and a pronouncing biographical dictionary: Elements of pronunciation of foreign names; 30,000 places, 13,500 names of notable persons

As concerns the vocabulary, "In general, words which had become obsolete before 1500 have been omitted but the whole vo-



cabulary of Chaucer has been retained." A total of 604,000 entries comprise the vocabulary, as follows:

- 550,000 in main vocabulary
- 30,000 place names in gazeteer (cf.III,C)
- 13,500 personal names in biographical dictionary (cf.III,C)
- 5,000 in table of abbreviations

There are 12,000 illustrations, and the reduced number of quotations has been culled from 1,665,000 especially collected for this edition. The cost of the dictionary is put at \$1,300,000. So much for statistics.

Now let us look at the arrangement of this material, and the information included under each entry. In the first place, it should be noted that the divided page feature which has distinguished *Webster* format in the past is less obvious, there being some pages (like p.632) with no lower section at all. Such words as are found in the lower section are on the whole less frequently used. Nevertheless the objection to previous editions stands, namely, that too many words are on the border line, and as a result the user is forced to look in two separate alphabets.

Every vocabulary entry is listed either in its upper or lower alphabetical order. Noun phrases are main entries, and include:

- adjective and noun: black diamond
- noun and noun: bargain and sale
- noun and prepositional phrase: center of curvature
- possessive noun and noun: Lloyd's numbers

Verb phrases (*hand fire*) entered in boldface type follow immediately after the single verb. Preposition and noun phrases (*at hand*) follow the noun in a paragraph.

The publishers claim there are 122,000 words among *Webster's* 600,000 entries that are in no other general dictionary. About one third of the entire vocabulary is devoted to the literary language. Among the remaining words are terms taken from hundreds of special fields by the specialists who comprise the editorial staff. As examples of the variety of fields represented, the following are discussed in the preface: aeronautics, engineering, colors, zoology, radio, photography and motion pictures, medi-

cine, pharmacy, dentistry, agriculture, geology, anthropology, archeology, etc.

A more liberal attitude toward simplified *spelling* is evident in the second edition, "most of the simplified spellings recommended by the American Philological Association and by the Simplified Spelling Board" being given.

The *Webster* phonetic alphabet has again been employed to indicate *pronunciation*. At the bottom of each page is the key to diacritical marks. Within the pronunciation parentheses there is frequently included a number referring to the section in Dr. John S. Kenyon's entirely rewritten and scholarly discussion of pronunciation (I,E). The pronunciation favored in all cases is that of platform speech rather than of running talk.

A three-kind system of *syllabication* has been employed as follows: a heavy accent for a primary emphasis, a light accent for a secondary emphasis and a centered period or accent alone for a syllable division.

Between the square brackets just preceding the definition is the *etymology* of the word, tracing the history and form of the meaning. The *definitions* themselves are given in historical order. Although the editors' introduction emphasizes the fact that the dictionary is primarily based on analysis of nearly two million citations, there are fewer quotations in the present edition than in that of 1909. (See *Subscription Books Bulletin*, October 1934.) Further, except in the case of Bible references, exact citations are not given and the dictionary user continues to be annoyed by the meaningless "Shak." after an illustrative quotation.

To the generous *Webster* collection of *synonyms* the newer edition has added *antonyms*. There are also indicated the word's part of speech and its inflectional form if irregular.

At the present writing *Webster's new international dictionary* is still the best dictionary value on the market and must continue to head the librarian's first purchase list. Its strong points are excellent definitions, a long tradition of careful editing, the largest number of word entries, and a conservative and reliable policy with regard to "innovations" that prove to be only too often unnecessary frills and fads. Its list of contributors numbers some of

the most distinguished scholars in nearly every field of human activity. In its preface are contained such gems as the Hadley-Kittredge history of the English language, Noah Webster's spelling rules, and the pronunciation guide. For most Americans *Webster's new international* has come to embody the full meaning of the word "dictionary."

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- ② Funk & Wagnalls new standard dictionary of the English language. . . N.Y., Funk, 1913. 2916p. \$18.
- 

In 1893, there was begun the *Standard dictionary of the English language* under the editorship of Isaac K. Funk. It appeared with a vocabulary of 304,000 words to which a supplement of some 13,000 words was added in 1901. A complete revision, the last one to date, was made in 1913 and issued as the *New standard*. Since that time various reprints and reissues have appeared with additions but this dictionary in 1938 is virtually the same as that of 1913.

From cover to cover, the *New standard dictionary* (bearing a 1934 imprint date) outlines as follows:

- I. Prefatory material
  - A. Editorial staff and special departmental editors comprising an impressive list of names
  - B. Introductory statement of scope, entitled to careful reading
  - C. Credit given, adding to the authority established by the names on the editorial staff
  - D. Spelling and pronunciation, recommended for information about scientific alphabet
  - E. Method of compounding words, setting forth principles of hyphenation
  - F. Foreign language chart of equivalents, giving exceedingly interesting language comparisons
  - G. Key to abbreviations, supplementing the distinctive feature of exact citation for quotations
  - H. Key to pronunciation and special explanatory notes
- II. Vocabulary in one alphabet. Keys to diacritical marks and scientific alphabet, as well as first word of left-hand page and last word of right-hand page, are at the top of the page

## III. Appendix

- A. Disputed pronunciations
- B. Simplified spelling rules
- C. Glossary of foreign words and phrases
- D. Statistics of population of the world
- E. Separate list of illustrations

Among the 380 editors and contributors are to be found names that are prominent in most of the important fields of human endeavor. Beginning with Isaac Funk, editor-in-chief, and Calvin Thomas and Frank H. Vizetelly, assistant editors, and ending with special department editors such as Orville Wright for aviation, John Bassett Moore for law, Arthur E. Bostwick for library terms (to select three at random) every name is a generally recognized authority.

Although the *New standard* bears a 1934 title page date the dictionary has not been completely revised since 1913. Consequently, a considerable amount of information, especially that relating to persons, places, new terms in science, slang and literature, is lacking. As a result, the *New standard's* vocabulary entries fall somewhat short of the number in the new *Webster*.

There are certain features, however, which have distinguished the Funk & Wagnalls dictionary from the older enterprise of G. & C. Merriam. In the first place, whereas the latter has tended to be conservative in the matter of adopting simplified spelling, the former has been very liberal, including for a long time such simplifications as "thru," "tho," "abusiv" and about 5,000 other spellings adopted by the Simplified Spelling Board. In the second place, the *New standard* is endeavoring to wean dictionary users from the diacritical mark method of pronunciation to that of the N.E.A. Revised Scientific Alphabet. In the meantime, however, the publishers continue to present both keys at the top of every page.

A different scheme for hyphenation is also employed. Instead of *Webster's* centered period, *New standard* uses a single hyphen for syllables and the German double hyphen for compound words. An even more distinctive departure in the *New standard* is the adoption of an order of definitions placing the commonest mean-



ing first and the least common meaning last, thus practically reversing the historical order in many cases. For this reason, probably, etymologies in English are placed after the last definition. The *New standard* is decidedly superior in the matter of quotations, both as to number and as to exact source references. It is possible to locate exactly, not only Bible quotations, but all other literary references made in the *New standard*.

But probably the most distinguishing difference between the *New standard* and the *New international*, because it is apparent in the page make-up, is the policy of the former to include obsolete words and proper nouns in the one vocabulary. This eliminates the necessity for a divided page and on the whole increases the facility with which the dictionary can be used.

The *New standard* is still considered an excellent dictionary but, as the years go by without any announcement of a new edition, the handicap of obsolescence increasingly reduces the usefulness of the work. Dictionary revision is of course an expensive undertaking, but 25 years should be a reasonable length of time to wait for a new edition.

In the opinion of many scientists, the *New standard* is considered especially strong in scientific terms. Its other special features are the rules for simplified spelling, the inclusion of proper nouns in the regular vocabulary, provision of the commonest meaning of the word first in its definitions, and a generous number of quotations all with exact citations.

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- ③ Murray, Sir J. A. H. A new English dictionary on historical principles. . . Oxford, Clarendon Pr., 1888-1933. 10v. and sup. £80.

—Oxford English dictionary, being a corrected reissue, with an introduction, supplement and bibliography. . . Oxford, Clarendon Pr., 1933. 12v. and sup. \$125.

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Without becoming eloquent one may simply declare this *the* dictionary of the English language. It is variously referred to as the *Oxford dictionary*, when indicating the publisher, the Oxford university press; as *Murray's* when acknowledging the great work

of its editor, Sir James A. H. Murray; as the *New English dictionary*, when part of its title is used (the rest, "based on historical principles," being its distinctive contribution); as *N.E.D.* or *O.E.D.* when abbreviated. Since the publication in 1933 of the \$125 edition, the official title is *Oxford English dictionary*. The title page reads, "A new English dictionary on historical principles; founded mainly on the materials collected by the Philological Society. Edited by James A. H. Murray . . . with the assistance of many scholars and men of science." The work is "dutifully" dedicated "To the Queen's most Excellent Majesty" by the University of Oxford.

Dean Trench's protest before the Philological Society, in 1857, moved that body to adopt a resolution to begin collecting material for a dictionary so nearly complete that it would be worthy of the English language and scholarship. Accordingly, a number of scholars, headed by Dr. Trench himself, began extracting quotations from the writings of all ages to illustrate the history of word usage. It was not until 1878, however, after several of the scholars originating the enterprise had died, that the first steps toward printing the dictionary were taken. Sir James A. H. Murray was appointed editor-in-chief and the Clarendon Press agreed to publish the work. About 1,300 readers, including American as well as English scholars, undertook to complete the collection of 5,000,000 quotations from over 5,000 writers. The work continued on this tremendous scale until 1928, when, after 70 years of labor, the last word in "z" was printed. In the meantime Editor Murray had died and the work had been carried on by Dr. Henry Bradley, Sir William A. Craigie and Mr. Charles T. Onions.

*Scope and Content.* "To furnish an adequate account of the meaning, origin and history of English words now in general use, or known to have been in use at any time during the last seven hundred years," is the aim; and the method is:

1. To trace the historical development of every word from the time it became English through its various changes in meanings to its present signification

2. To illustrate this development by a series of chronologically arranged quotations
3. To treat each word etymologically on the basis of historical fact and with the method of philological science

For the purists there follows a definition of a dictionary that is above reproach.

"In connexion with this, it has to be borne in mind, that a dictionary of the English Language is not a Cyclopedia: the Cyclopedia *describes things*; the Dictionary explains words and deals with the description of things only so far as is necessary in order to fix the exact significations and uses of words . . . A Cyclopedia consists mostly of nouns . . . an English Dictionary consists of words belonging to all the parts of speech. . . ."<sup>3</sup>

Though the entries in the *Oxford* may appear to number fewer than one or two other dictionaries claim, the 414,825 words are in no sense encyclopedic terms. Of these,

240,165 are main words  
 67,105 are subordinate words  
 47,800 are special combinations  
 59,755 are obvious combinations

A total of 1,827,306 quotations is used to illustrate these words.

Some interesting historical comparisons on the number of words and quotations follow:

The letters O and P were illustrated in

Johnson's Dictionary	by	12,111	quotations
Cassell's	"	by	9,642 "
Century	"	by	20,340 "
Standard	"	by	3,243 "
Oxford	"	by	175,130 "

Between the letters Ti-Z (v.10 of the *Oxford*) the number of words included in

Johnson is 4,888  
 Cassell is 21,661  
 Century is 28,457  
 Oxford is 61,055

<sup>3</sup> *O.E.D.* Oxford, Clarendon Pr., 1888. v.1, p.v.

These 414,825 words have their life histories, from the time they entered the English language, recorded in the pages of the *Oxford English dictionary*, and their meanings illustrated by a series of quotations representative of every chronological period in which each word had a distinctly different meaning. In all, some 5,000 writers are quoted, including every one who wrote before the 16th century and most of the important writers who wrote after. Only words which had become obsolete by 1150 were excluded.

*Arrangement.* Because of its unique aim and scope among English dictionaries a little more detail is involved in the successful use of the *O.E.D.* than for others. All words and phrases are classed as main words, subordinate words, or combinations. Main words represent the living language and are entered in bold type; subordinate words are variant and obsolete forms of the main words and are entered under the main words which form their first elements and usually conclude the article on the main word.

The main words are entered and treated once for all under their current or most usual spellings. Other forms are entered as subordinate words with cross references to the main words.

*Example:*

Abandon (main word)

Abaundon see ABANDON

Both main and subordinate words are in one alphabetic series.

The treatment of a word which often extends to several three-column pages (e.g., "take") comprises:

I. Identification, which includes

- A. Main form: Apse
- B. Pronunciation: (æ p s). Scientific Alphabet, key given at beginning of volume only
- C. Part of speech: (n.)
- D. Specification, e.g., (1) arch. (archeology); (2) astr. (astronomy)
- E. Status of word: (obsolete, colloquial, dialectal, etc.)
- F. Spelling history: range indicated, e.g., 3-6, 13th to 16th century



- G. Inflection: Pl. apses (æ psiz)
- II. Morphology, within heavy square brackets. Form history
  - A. Etymology: ad. L. apsis: of basis, base, axis, axe, etc. See Apsis
  - B. Subsequent change
  - C. Miscellaneous historical facts
- III. Sematology (Signification): Definition, followed by
- IV. Quotations: 1822 Imison Sci. and art II. 427. (citation)

The work comprises 10 volumes issued in 20 parts and varies in price from \$425 for 10 full volumes in half morocco to \$1500 for full levant. A corrected reissue in 1933, containing 12 volumes and the supplement is available at \$125 per set.

The *Introduction, supplement and bibliography*, which appeared in 1933, contains approximately 26,000 entries in its 866 pages. Besides new words which have appeared since 1884, there are many additions to the meanings of old words, an excellent introductory history of the whole work, a "List of spurious words," and a "List of books quoted in the Oxford English dictionary." For a complete history of every word in the English language the *New English dictionary* is the only satisfactory tool. The English scholar who encounters obsolete terms in his readings, whether they be Chaucerian or Elizabethan, Restoration or Victorian will find the *O.E.D.* indispensable.

In 1924, while Sir William Craigie was reading proof on the *O.E.D.*, it occurred to him it would be desirable to trace the history of English words in America from the 17th century to date. He at once communicated with Professor John M. Manley of the University of Chicago, who interested his institution in the project. Under the editorship of Sir William Craigie, and with the collaboration of James R. Hulbert, George Watson, Mitford M. Mathews, and Allen Walker Read, the dictionary<sup>4</sup> is appearing in paper bound parts. Its purpose is "to obtain and present all that is really significant in the history of the language in the area now covered by the United States."

Any one or all of the unabridged dictionaries described are

<sup>4</sup> *A dictionary of American English on historical principles* . . . Chicago, Univ. of Chicago Pr., 1936- . pt. 1- . \$4 each part.

allied with good reference work. Each has advantages and disadvantages and despite the claims of all none can be said to have every feature found in all others. The table on the following page is based on the claims of the respective dictionaries and is organized according to the study outlines here suggested for dictionaries. (See p.40-41.)

#### GROUP II. SEMI-ABRIDGED DICTIONARIES

The semi-abridged dictionary is too large for the desk. It represents an effort on the part of the publisher to provide a complete dictionary for all purposes except the specialized, scholarly, linguistic needs, at a cost below that of the unabridged dictionaries. There are three such works which will be described briefly here, the *New century*, the *Shorter Oxford*, and Wyld's *Universal dictionary*, each of which contains approximately 200,000 words.

The *New century*, based on what many have termed America's greatest dictionary, the old *Century*, is a two or three-volume work available at considerably less cost than any unabridged dictionary. The old *Century*<sup>5</sup> is still much in use in college, public and school libraries. Its aim was to provide:

1. A general dictionary serviceable for every literary and practical use
2. A more nearly complete collection of technical terms of science, art and trades
3. Related encyclopedic matter with pictorial illustrations

Of its 12 volumes, 10 were assigned to the general vocabulary, one to proper names and one to a geographical atlas. Among its features were several now incorporated in the *New standard*, such as simplified spelling, antonyms, and accurate references, though not complete citations. From the standpoint of physical make-up no dictionary before or since has succeeded in producing anything more attractive. Its illustrations were especially good and though the vocabulary is now behind times, the old *Century* remains a useful reference tool.

<sup>5</sup> *Century dictionary and cyclopedia*, with a new atlas of the world. N.Y., Century, 1911. 12v. illus. o.p.

## UNABRIDGED DICTIONARIES: A COMPARATIVE ANALYSIS

<i>Criteria</i>		<i>Webster's New International</i>	<i>Funk &amp; Wagnalls New Standard</i>	<i>Murray's New English</i>
AUTHORITY	Publisher	G. & C. Merriam Co. Springfield, Mass.	Funk & Wagnalls New York	Clarendon Press Oxford, England
	Date	1934	1934 (1913)	1884-1928: 1933
	Editors	W. A. Neilson T. A. Knott 207 specialists	I. K. Funk Calvin Thomas F. H. Vizetelly 300 specialists	Sir J. A. Murray Dr. Henry Bradley Sir W. A. Craigie Charles T. Onions 1300 specialists
FORMAT	No. Vols.	1	1	10 and supplement
	Page Make-up	Divided page 3 columns, upper 6 columns, lower	3-column page	3-column page
	Type	Clear, varied	Clear, varied	Clear, varied
	Illustrations	12,000 including col. pls.	7,000 including col. pls.	None
SCOPE	Vocabulary	600,000 entries	455,000 entries	414,825*
	Spelling	Conservative Some simplified American	Liberal Simplified American	Conservative English
	Pronunciation	Diacritical marks at bottom of page Platform speech American	N. E. A. Revised Scientific Alphabet and diacritical marks at top American	Amplified alphabet Key in front English
	Syllables	Centered period and accents	Hyphen used, double hyphen for compound words	Top period Hyphen for compound words
	Etymology	In English	In English	In original
	Definitions	Historical order	Commonest meaning first	Historical order
	Quotations	29,000 Citations incomplete	32,000 Citations complete	1,827,306 Citations complete Bibliography of references quoted

\* Supplement contains approximately 26,000 additional words.

UNABRIDGED DICTIONARIES: A COMPARATIVE ANALYSIS—*Continued*

<i>Criteria</i>		<i>Webster's New International</i>	<i>Funk &amp; Wagnalls New Standard</i>	<i>Murray's New English</i>
SCOPE	Synonyms	Synonyms and antonyms	Synonyms and antonyms	Cross reference to related words
	Grammar	Part of speech, and inflexional forms	Part of speech Inflexional form	Part of speech Inflexional form
SPECIAL FEATURES	Place Names	35,000 Separate alphabet	30,000 Same alphabet	None
	Personal Names	13,000 Separate alphabet	16,000 Same alphabet	None
	Other Features	Divided page Most recent complete revision	Proper nouns and obsolete words in same alphabet Encyclopedic material	Scholarship Completeness Detail for each entry Nonencyclopedic Quotations Word history

The *New century* first appeared in three volumes "based on matter selected from the original *Century* dictionary and entirely rewritten, with the addition of a great amount of new material," edited by H. G. Emery and K. G. Brewster and distributed by P. F. Collier & Son.

More recently, the publishers have issued a two-volume edition. As these last two editions appear to be the same, except for the number of volumes, they will be treated together as the *New century*.

- ④ New century dictionary of the English language; based on matter selected from the original *Century* dictionary. . . N.Y., Appleton-Century, 1936. 2v. \$12.

The order of items in its contents is as follows: (1) Preface, containing aims and scope and the only mention of contributors; (2) Abbreviations used in the dictionary; (3) Key to pronunciation; (4) Signs and special explanations; (5) Dictionary of the English language, divided into thirds or halves in each volume, depending on edition; (6) Synonyms, antonyms and discrimina-



tions; (7) Abbreviations in common use; (8) Business terms, likely to be very useful; (9) Foreign words, phrases, etc.; (10) Proper names exclusive of biography and geography; (11) Biographical names; (12) Geographical names; (13) Table of measures, weights, etc.; (14) List of color plates.

While the publishers state that the *New century dictionary* is an "abridged, condensed and popular rendering of the original *Century*," the vocabulary is large and extensive enough to include the terms most used. In addition, the inclusion of a special business list has probably extended the service of the work to spheres not usually reached. There are antonyms in a special synonym and antonym list and three lists of proper names. Something of the old *Century's* excellence in illustrations has been retained and the general format distinguished by clear, readable type makes this an attractive work for second purchase.

The old *Century* was prepared by a strong editorial staff headed by its distinguished editor, William Dwight Whitney and to the extent that old material was usable the present *Century* profited. For up-to-date contributions, acknowledgments are made in the preface to many individuals whose "valuable assistance" was received "in connection with the definition of words and senses of recent origin," and several paragraphs are devoted to praising the work of many persons who served in the office and on the staff. Definite responsibility for the supplements is placed on Dr. Albert C. Baugh and Dr. Paul C. Kitchen of the University of Pennsylvania for "Synonyms and antonyms and discriminations"; on Professor Edward Jones Kilduff of the School of Commerce, New York University, for the "Business terms"; on Dr. Stephen Sargent Visher of Indiana University for the geographical names; and on Mr. James Abbott for the proper nouns.

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- ⑤ Shorter Oxford English dictionary on historical principles. 2d rev. ed. Prepared by William Little, H. W. Fowler, J. Coulson. . . rev. and ed. by C. T. Onions. . . N.Y.; Oxford Univ. Pr., 1936. 2v. \$18.
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The *Shorter Oxford* is an officially authorized abridgment of the *O.E.D.*, first issued in 1933, and revised in 1936 by the addition of about 950 new words, 1650 new senses of words, and 400 miscellaneous corrections. In the words of Editor Onions, "For those who possess the great Oxford dictionary the 'Shorter' will serve as a key to its treasures, for those who do not it will form the only possible substitute."

The 15,500 pages in the great dictionary have been reduced to 2,500 in the *Shorter*, but actually the latter contains more than two thirds of the vocabulary of the large work. Undoubtedly, the greatest cut is in the number of quotations and obsolete and subordinate words. However, even so, the *Shorter* probably has more quotations than either the *New international* or the *New standard* unabridged dictionaries. In spite of its general excellence, the *Shorter* just falls short of being classed with the unabridged dictionaries because of its reduced number of entries and the complete absence of compensating (in the opinions of some) encyclopedic matter.

Wyld's *Universal dictionary*,<sup>6</sup> although issued by the American publisher, Dutton, is the work, chiefly, of an Oxford scholar, who, while fully recognizing American forms, still prefers the spelling "labour." The aim of this one-volume dictionary is "to give, in dictionary form, a picture of English usage at the present time, both literary and colloquial." Issued, as it was, before the *Shorter Oxford* appeared in 1933, there seemed to be then a need for a dictionary which would be smaller than the *New international* (for example) but considerably larger than a desk dictionary. The editor, further defined the scope of this new dictionary as a book of words, primarily, and not an encyclopedia. About 200,000 words current in literary, colloquial and scientific use today are included and considerable attention is devoted to etymology. The format is excellent and the dictionary is worthy of comparison with the *New century* when selecting less than an unabridged dictionary.

<sup>6</sup> Wyld, H. C. K. *Universal dictionary of the English language* . . . N.Y., Dutton, 1932. 1431p. \$7.50.

## GROUP III. ABRIDGED DICTIONARIES

A number of good smaller dictionaries are available. Both G. & C. Merriam and Funk & Wagnalls issue abridgments of their large dictionaries, the former offering *Webster's collegiate dictionary*<sup>7</sup> at costs of from \$3.50 to \$7.50 and the latter publishing the *Practical standard dictionary*<sup>8</sup> at prices ranging from \$5 to \$7.50. Both dictionaries include over 100,000 words and several of the encyclopedic features found in the larger works.

Two other dictionaries fall in this vocabulary and price range. The *Macmillan*<sup>9</sup> dictionary is distinguished by an excellent format and by the fact that it is the youngest of the group. Of the *Winston*<sup>10</sup> dictionaries, five editions have been issued in this class: Advanced, College, Practical, Encyclopedic, and Universal Reference Library, all with approximately 100,000 word entries but ranging in price from \$2.64 to \$5, depending upon the amount of supplementary encyclopedic information contained.

Among the school dictionaries, *Thorndike-Century junior dictionary*<sup>11</sup> is especially worthy of note and indispensable in school libraries. The dictionary was prepared by the noted psychologist, Professor E. L. Thorndike of Columbia University, on two assumptions: (1) that the vocabulary for a child's dictionary could be scientifically selected, and (2) that dictionaries could be made readable and attractive to children by simplifying the definitions instead of condensing them from an adult dictionary. The vocabulary comprises the 23,281 most frequently printed English words. Definitions are simple, striking, clear, "common-

<sup>7</sup> *Webster's collegiate dictionary*; 5th ed. A Merriam-Webster. The largest abridgment of Webster's new international dictionary, 2d ed. Springfield, Mass., Merriam, 1936. 1274p. \$3.50.

<sup>8</sup> *Practical standard dictionary of the English language*, designed to give the orthography, pronunciation, meaning and etymology of over 140,000 words and phrases . . . abridged from the Funk & Wagnalls new standard dictionary by Frank H. Vizetelly. N.Y., Funk, 1938. 1309p. \$5.

<sup>9</sup> *Macmillan's modern dictionary*, comp. and ed. under the supervision of Bruce Overton. N.Y., Macmillan, 1938. 1466p. \$3.

<sup>10</sup> *Winston simplified dictionary*; ed. by William Dodge Lewis, Henry Seidel Canby, Thomas Kite Brown . . . Philadelphia, Winston, 1938. Encyclopedic ed. 1491p., 32 maps. \$5; College ed. 1260p., 16 maps. \$3.50.

<sup>11</sup> Thorndike, E. L. *Thorndike-Century junior dictionary*. Chicago, Scott, Foresman, c1935. 970p. \$1.32.

sensical." No word is defined by using a term more difficult. Very simple words like "the," "if," "and," have no definition, but are merely used in sentences. Attractive illustrations and make-up contribute to realizing Professor Thorndike's conception of the dictionary's possibilities.

A more recent juvenile dictionary is *Webster's elementary dictionary*<sup>12</sup> issued by the American book company. It includes 38,500 words (of which over 12,000 are undefined derivatives) "selected on the basis of their occurrence in printed matter which is actually studied and read by boys and girls," that is words chosen from representative books like school readers, geography, history and arithmetic books. In this respect it differs from *Thorndike-Century* which has based its selection on frequency in all literature. Much can be said for this selection since it prepares the child for adult reading. The *Webster* format is even more attractive than its rival. Both are inexpensive and excellent for the elementary school library.

Somewhat more advanced in that they are graded "intermediate" and are probably most useful with pupils of junior and even senior high school dictionary ability are *Webster's students dictionary*,<sup>13</sup> Funk & Wagnalls' *New comprehensive*,<sup>14</sup> and *New Winston's simplified*.<sup>15</sup> Their vocabulary range is about 50,000 words, Winston claiming 46,000, but providing in addition characteristic geographical material. The whole class of school dictionaries can therefore be said to extend from the college level at about 100,000 words down to that of the intermediate grades of the elementary school with a minimum of some 23,000 words. There has recently appeared also a "pre-dictionary" intended for grades lower than the fourth.<sup>16</sup>

<sup>12</sup> *Webster's elementary dictionary . . . a dictionary for boys and girls*. A Merriam-Webster. N.Y., Amer. Book, c1935. 739p. \$1.20.

<sup>13</sup> *Webster's students dictionary for upper school levels*. A Merriam-Webster. N.Y., Amer. Book, 1938. 1001p. \$2.48.

<sup>14</sup> *New comprehensive standard school dictionary of the English language . . .* N.Y., Funk, 1938. 1008p. \$1.32, \$1.75, \$2.25.

<sup>15</sup> *New Winston simplified dictionary for schools . . .* Philadelphia, Winston, c1936. 950p., 24 maps. \$1.28.

<sup>16</sup> Staats, Pauline G. and Frasier, C. H. *The right word; pupil's word book for creative writing*. Boston, Allyn, 1937. 371p. 80c.



## GROUP IV. SUPPLEMENTARY WORDBOOKS

For most purposes the unabridged dictionary will answer questions of etymology, synonyms, slang and dialect. It is certain that no smaller work can hope to do more for etymology than the *O.E.D.* But occasionally there are questions relating to colloquialisms of a locality too special for a work as broad as an unabridged dictionary. Then, too, there are libraries that cannot afford the *O.E.D.* Finally, there are certain advantages in a separate wordbook of synonyms, antonyms, rhymes, etc., which make possible the opportunity of diverting readers from the over-worked dictionary. For that reason a few selected supplementary wordbooks are here described. These wordbooks are here grouped by their specialties as follows: (1) Synonyms and antonyms; (2) Names; (3) Slang, dialect and Colloquialisms; (4) Rhymes; (5) Usage; (6) Foreign terms.

Among synonym and antonym books the names Crabb, Fernald, Allen, Soule, and Mawson have generally meant alphabetic arrangements, while Roget has meant classification of words by ideas. Selection of a synonym book will be based largely on the habit of the writer. Here, only two titles will be listed for careful study. Additional titles are described in Mudge's *Guide to reference books*. As an example of the classified wordbook here is presented:

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- ⑥ Roget's international thesaurus of English words and phrases; a complete book of synonyms and antonyms founded upon and embodying Roget's original work. . . ed. by C. O. Sylvester Mawson. . . N.Y.; Crowell, 1938. 857p. \$1.39.
- 

Peter Roget (pronounced rō-zhā (1779-1869), a London physician and secretary of the Royal Society, worked for nearly 50 years in the preparation of this standard reference tool which first appeared in 1852. The unique feature of this wordbook is, as Roget himself indicated, the arrangement of words, "not in alphabetical order as they are in a dictionary, but according to the ideas which they express." This classification scheme for words

resembles somewhat classification schemes for plants and animals. There are six broad classes dealing with abstract relations, space, matter, intellect, volition and affections, each class with numerous subdivisions under which words and their opposites are listed in parallel columns. An alphabetic index at the end aids in locating not only a word but synonyms and antonyms.

In general the practiced writer tends to favor the *Thesaurus* over alphabetic arrangements of synonyms and antonyms chiefly because the comprehensiveness and suggestiveness in the former more than compensate for the facility of reference in the latter. Nevertheless, Mawson, who has edited the latest edition of the *Thesaurus* and added to it American spelling, idioms, and obsolete words, is also responsible for a dictionary arrangement of *Roget*.<sup>17</sup>

As an example of the alphabetic arrangement, therefore, Mawson's *Thesaurus in dictionary form* can be contrasted with *Roget*. The "idea" plan is superseded by a straight dictionary arrangement, with synonyms for all entries but with longer lists of synonyms for so-called main entries, which occur in the same alphabet but which are blocked off by two black parallel lines. There is also a selected list of foreign terms in a separate vocabulary in the back.

For names there are several supplementary wordbooks. Mawson's *International book of names*<sup>18</sup> and Mackey's *Pronunciation of 10,000 proper names*<sup>19</sup> are examples. Closely related and basic from the standpoint of reference is the book of nicknames here described:

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- ⑦ Shankle, G. E. *American nicknames; their origin and significance*. N.Y., Wilson, 1937. 599p. \$5.
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It includes persons, places, things that the American public has dubbed or grown to know by other than their real names. The

<sup>17</sup> Mawson, C. O. S. *Thesaurus of the English language in dictionary form . . .* Garden City, N.Y., Garden City, 1934. 600p. \$1.39.

<sup>18</sup> ——— *International book of names*. N.Y., Crowell, 1935. 312p. \$2.

<sup>19</sup> Mackey, Mary S. and Marryette, G. *Pronunciation of 10,000 proper names*. N.Y., Dodd, 1922. 329p. \$2.50.

arrangement is alphabetical with information under the real name and cross references from the nicknames.

Colloquial, dialect, and slang wordbooks are here represented by one useful work and by a comprehensive and scholarly publication. For additional titles consult Mudge.

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- ⑧ Weseen, M. H. *A dictionary of American slang*. N.Y., Crowell, c1934. 543p. \$2.50.
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Here are over 15,000 expressions classified by subjects—crooks and criminals, hoboes and tramps, cowboys and Westerners, the radio, collegians, sports, money, etc.—and alphabetically indexed.

The lady who told Samuel Johnson she liked his *Dictionary* because it omitted bad words would certainly dislike this one. But the reader of Joyce or *Studs Lonigan* will find aid in *Partridge*

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- ⑨ Partridge, Eric. *A dictionary of slang and unconventional English*. . . 2d ed. rev. and enl. N.Y., Macmillan, 1938. 1051p. \$12.50.
- 

not available in the *O.E.D.* or in any other slang dictionary. As the author writes, "I have given them all . . . as astringently, as aseptically as was consistent with clarity and adequacy . . ."

For rhymes, the oldest and most famous lexicon is probably Walker's *Rhyming dictionary*.<sup>20</sup> The first edition was prepared in 1775. *Webster's collegiate dictionary* also features a list of rhymes.

Usage is treated most illuminatingly and entertainingly in H. W. Fowler's *Dictionary of modern English usage*,<sup>21</sup> and in M. H. Weseen's *Crowell's dictionary of English grammar*.<sup>22</sup> The former, for example, discusses many moot questions of proper usage—the split infinitive, shall and will, should and would, French words properly used in English—and impresses

<sup>20</sup> Walker, John. *The rhyming dictionary of the English language* . . . rev. and enl. by Lawrence H. Dawson. N.Y., McKay, 1936. 549p. \$1.50.

<sup>21</sup> Fowler, H. W. *Dictionary of modern English usage*. N.Y., Oxford Univ. Pr., 1929. 742p. \$3.25.

<sup>22</sup> Weseen, M. H. *Crowell's dictionary of English grammar; a handbook of American usage*. Crowell, 1928. 714p. \$3.50.

the difference between "lie" and "lay" about as effectively as when Morley wrote,

*Lie and lay offer slips to the pen  
That have baffled most brilliant men.  
You may say that you lay in bed yesterday.  
If you say it today, you're a hen.*

And the latter book is "a guide to American variations from the English idiom."

A compact and useful source for foreign terms is:

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- ⑩ Mawson, C. O. S. Dictionary of foreign terms. N.Y., Crowell, 1934. 389p. \$2.
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It includes 11,000 entries from 56 languages, each entry translated and explained in English.

### III. FOREIGN LANGUAGE DICTIONARIES

The bilingual dictionary is of first importance for reference work involving foreign languages. Such a dictionary while frequently including English-foreign as well as foreign-English vocabularies, is likely to be much stronger in the latter and for most purposes this will not be objectionable. Only in the case of scientific and special terms will it be necessary either to supplement the bilingual dictionary with a technical and scientific glossary or with one of the large unabridged dictionaries of the language. Since in the latter case definitions will be given in the foreign language, a bilingual dictionary may be essential.

Of the modern foreign languages, French is probably still used most, with German rapidly regaining its prewar position, and Russian and Japanese for the first time approaching the popularity of Spanish and Italian. For most practical purposes, however, French and German are the modern languages for which dictionaries are most needed in the reference library.

The bilingual foreign dictionary is used more frequently, but occasionally the general dictionary is useful, especially in cities with large groups of non-English speaking people. Earlier, the monumental work of the Académie Française was referred to as



the great French dictionary and the Grimm brothers were cited for their unusual German lexicographical masterpiece.

Below are indicated some standard and bilingual dictionaries in the foreign languages most frequently involved in reference work:

<i>Language</i>	<i>Type</i>	<i>Dictionary</i>
Danish-Norwegian	Bilingual	Larsen, A. L. <i>Dictionary of the Danish-Norwegian and English languages</i> , rev. by Johannes Magnussen. 4th ed. Copenhagen, Gyldendal, 1910. 687p. o.p.
French	Standard	Littré, Émile. <i>Dictionnaire de la langue française contenant la nomenclature, la grammaire, la signification des mots, la partie historique, l'étymologie</i> . Paris, Hachette, 1873-78. 4v. and sup. 565fr.
	Bilingual	Chevalley, Abel and Chevalley, Marguerite. <i>Concise Oxford French dictionary</i> . N.Y., Oxford Univ. Pr., 1934. 895p. \$3; school ed. \$2.25.
German	Standard	Grimm, Jacob and Grimm, Wilhelm. <i>Deutsches wörterbuch . . .</i> Leipzig, Hirzel, 1854-1938. v.1-16 (still incomplete).
	Bilingual	Muret, Eduard and Sanders, Daniel. <i>Muret-Sanders Enzyklopädisches english-deutsches und deutsch-englisches wörterbuch . . .</i> Berlin-Schönberg, Langenscheidt, 1910. 2v. in 4. M.112.
Greek	Bilingual	Liddell, H. G. and Scott, Robert. <i>Greek-English lexicon . . .</i> Oxford, Clarendon Pr., 1925-36. pts.1-9. \$3.50 ea.
Italian	Bilingual	Hoare, Alfred. <i>Italian dictionary</i> . 2d ed. N.Y., Macmillan, 1925. 906p. \$14.
Japanese	Bilingual	Ichikawa, Sanki. <i>Fuzambo's comprehensive English-Japanese dictionary . . .</i> Tokyo, Fuzambo, 1931. 1855p.
Latin	Bilingual	Lewis, C. T. and Short, Charles. <i>Harper's Latin dictionary</i> . new ed. and enl. N.Y., Amer. Book, 1907. 2019p. \$10.

Russian	Bilingual	Aleksandrov, A. <i>Complete English-Russian dictionary</i> . 7th ed. rev. and enl. Petrograd, 1916. 918p. ——— <i>Complete Russian-English dictionary</i> . 6th ed. rev. and enl. N.Y., Maisel, 1929. 765p. \$6.50.
Spanish	Bilingual	Velazquez de la Cadena, Mariano. <i>Pronouncing dictionary of the Spanish and English languages</i> . new ed. rev. and enl. N.Y., Appleton, 1907. 2v. bound in 1. \$9.
Swedish	Bilingual	Wenström, O. E. <i>Engelsk-svensk [svensk-Engelsk] ordbok</i> . Stockholm, Norstedt, 1918-29. 2v. Kr.26.50.

## READINGS

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- ENCYCLOPAEDIA BRITANNICA. 14th ed. N.Y., Encyclopædia Britannica, 1930. v.7, p.338-41.
- FLAHERTY, MARTIN. How to use the dictionary. N.Y., Ronald, 1923. 108p.
- GEDDES, JAMES, JR. Dictionaries in English and foreign languages—a bibliographic review. *Library Journal*. 1929. v.54, p.843-49.
- GRAHAM, BESSIE. *Bookman's manual*. N.Y., Bowker, 1935. Ch.4, p.41-52.
- MATHEWS, M. M. Survey of English dictionaries. London, Oxford Univ. Pr., 1933. 123p.
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# Encyclopedias

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## I. INTRODUCTION

### WHAT ARE ENCYCLOPEDIAS?

The encyclopedia deals with *things*; the dictionary deals with *words*. This distinction would be clear-cut if dictionaries refrained from including encyclopedic material and if encyclopedias could describe things only, without also defining the words that stand for the things. But distinctions in practice are seldom as clear-cut as they are in principle and here only fairly arbitrary differences can be indicated.

Originally, the term encyclopedia meant the whole circle of knowledge essential to the education of man. Consequently, an encyclopedia tends to be a reference book without limitations as to subject content, whereas a dictionary is more likely to be a language reference book. This is true even in the case of such works as Warren's *Dictionary of psychology*, which, primarily, are concerned with the definition of technical language, or words in a given field.

There are, then, for definition and contrast, the following terms:

*Encyclopedia*—A reference work which summarizes, usually alphabetically, all branches of human knowledge

*Cyclopedia*—A reference work which summarizes, usually alphabetically, some single branch of knowledge

*Dictionary*—A reference work which gives in alphabetic order, spelling, pronunciation and definition of words in one or more languages, or of terms in one or more special subjects

The *Encyclopaedia Britannica* is an example of the first definition given above, because it attempts to provide material on all branches of knowledge. The *Cyclopedia of education*, devoted to one subject field, illustrates the second definition. The title of Warren's *Dictionary of psychology* correctly indicates that it is an example of a wordbook for a special branch of knowledge. Probably, the *Encyclopaedia of religion and ethics* and the *Encyclopaedia of the social sciences* should more properly be called cyclopedias, although the latter very nearly approaches encyclopedic proportions. Possibly, too, the *Dictionary of philosophy and psychology* should more readily be recognized as a cyclopedia, since it does more than merely define terms. But these exceptions only illustrate the difference between practice and principle.

#### HISTORY

The term "encyclopedia" comes from the Greek words *en* (in), *kyklos* (a circle), *paideia* (instruction), and originally denoted the whole circle of knowledge essential to the liberal education of a man.

Ancient encyclopedias were vast treatises on all that man knew, with little reference to arrangement. Such works were those of Aristotle in Greece and of Marcus Terentius Varro and Pliny the Elder in Rome. The *Historia naturalis* of Pliny was more nearly a cyclopedia of natural science with 40,000 facts extracted from the 2,000 works of 464 authors. Down through the Middle Ages the task of collecting in book form the sum total of man's knowledge attracted various scholars. In 1260, Vincent of Beauvais, a Dominican monk, took a forward step in encyclopedia making when he treated his material topically under three large heads: history, natural and physical sciences, moral sciences.

The term "encyclopedia" is supposed to have been used first by Ringelberg of Basel, who in 1541 published *Night studies, or The most complete circle of education*. Then in 1630 Johann Heinrich Alsted published a work which was not only called an encyclopedia but was one in a modern sense, because it was among the first, if not actually the first, to place emphasis on arrange-



ment. It classified the material under seven heads and treated the subjects in 35 books.

The 17th century saw a curious and bitter rivalry between two encyclopedists, Pierre Bayle (1647-1706) and Louis Moreri (1643-80). When the latter issued *Le grand dictionnaire historique* in 1674, Pierre Bayle responded by bringing out his *Dictionnaire historique et critique* designed to be a dictionary of the errors and omissions in Moreri. An embarrassing competition followed. Each time Bayle's corrections appeared, Moreri would unconcernedly incorporate them in a new edition of *Le grand dictionnaire*, profiting regularly from his critic's scholarship.

The first English alphabetical encyclopedia was the work of a London clergyman, John Harris, who issued in 1704 the *Lexicon technicum, or an Universal English dictionary of arts and sciences*. A quarter of a century later, Ephraim Chambers, not connected with the modern encyclopedia which bears that last name, published in two volumes his *Cyclopaedia* with the alternate title, *An universal dictionary of arts and sciences, containing an explication of the terms and an account of the things signified thereby in the several arts, liberal and mechanical, and the several sciences, human and divine*. An interesting note on the arrangement comes from his endeavors to connect the scattered articles relating to one subject by a system of cross references and to consider "the several matters not only in themselves, but relatively or as they respect each other; both to treat them as so many wholes and as so many parts of some greater whole."

The *Cyclopaedia* was translated into French by John Mills, an English resident in France, and when for later revisions the publishers demanded more changes than the translator would agree to, the editorship was turned over first to Jean Paul de Gua de Malves and then to Diderot to be completely remade into the famous *Encyclopédie*. Between 1751 and 1772, there were issued 28 volumes, followed by a five-volume supplement in 1776-77 and two-volume analytical index in 1780.

Several curious stories and famous historical names are associated with the great French encyclopedia. When Diderot took over the editorship, he immediately decided Mills' translation

was so spotty that an entirely new work was desirable. Accordingly, he enlisted 21 contributors, among them many of the most brilliant men in French letters and politics, including Voltaire, Rousseau, Condillac, d'Alembert, Montesquieu, Turgot, D'Anville, D'Holbach, Marmontel and Euler. Hardly had the work got under way when Diderot himself was thrown into jail for his *Lettre sur les aveugles*. He was released, however, and the work went on, much more slowly than the Editor had at first contemplated. In his first burst of enthusiasm, Diderot had called for all the material to be ready in three months. Only Rousseau's article on music was finished in that time.

After two volumes had appeared in 1752, an *arrêt* of the council suppressed the work as injurious to the king's authority and to religion. These were stormy times in political thinking and the Encyclopedists with many theories on government and church insisted upon making of their work propaganda of the nature intended to rectify the ills of a despotic government. The Jesuits then tried to continue the work to 1757 when, after the completion of eight volumes, clamor against the encyclopedia became so insistent that again the project was suspended. Weary of these spasmodic censorships, D'Alembert retired in 1759. The following year Diderot was warned that the authorities intended to search his quarters and seize his manuscripts, but with Madame de Pompadour's assistance he succeeded in thwarting the government's mission of destruction. Finally, Diderot obtained private permission to publish on condition no part should be distributed before the whole was published. By 1765, nearly 10,000 pages of text had been completed and about 4,250 subscribers interested. The finished volumes were distributed secretly in Paris and Versailles. But the secret was discovered by the authorities, the printer locked in the Bastille and the subscribers compelled to give up their sets.

The enterprise now seemed definitely doomed, when a *petit souper* at the king's palace, so the story goes, provided the occasion for resuming the work. Among the distinguished guests present a debate arose as to the composition of gunpowder. Madame de Pompadour added to the uncertainty about things in gen-

eral by injecting the question of how her rouge and silk stockings were made. It was then that the duc de Vallière sighed and subtly expressed his regret that the King had confiscated the *Encyclopédie* in which were the answers to all their questions.

At once the King ordered a set brought out from its place of hiding. He said he had been told the work was most dangerous, but that in view of their present need he would avail himself of the opportunity of examining the set for himself. Needless to say, he was so pleased with the answers to his questions as he found them in the encyclopedia that he ordered all sets restored to the subscribers.<sup>1</sup>

One nearly tragic episode remained. The printer having spent eight uncomfortable days in the Bastille resolved that he should not again be the victim of such vengeance. Accordingly, after the corrected proofs had been returned, he and his printers one night secretly went through the forms eliminating such passages as they thought might give offense to the authorities or the church. When Diderot, accidentally consulting one of his own articles, found it badly mutilated, he at once insisted that his perfect copy in St. Petersburg be brought to Paris and that the mutilated articles be restored. And in this way, finally, the great encyclopedia with its propaganda, uneven articles and remarkable list of contributors, was completed. Biography and history were omitted.

Another "picturesque" venture in encyclopedia making of that century was Voltaire's *Philosophical dictionary*, alphabetically arranged and by no means restricted to pure philosophy. There one will find in the "B's" an astute observation on the place of books in modern life, or under "D" two reviews of contemporary dictionaries, one a scathing denunciation of an inferior work and the other some reflections of an academician on the *Dictionary* of the French academy.

Beginning with Chambers' *Cyclopaedia*, two definite features of modern encyclopedia making emerge, one, distribution of

<sup>1</sup>"In a monotonous world it is a pity to spoil a striking effect. . . . Madame de Pompadour was dead before the volumes containing Powder and Rouge were born. . . . But the substance of the story is true, though Voltaire has only made a slip in a name." (In Morley, John. *Diderot and the encyclopaedists*. London, Macmillan, 1886. v.1, p.174.)

editorial responsibility to several authorities, and the other, increasing attention to arrangement through the introduction of cross references. Both of these innovations in authority and arrangement are evident in the 64-volume *Universal lexicon* of Zedler which appeared serially from 1732 to 1750 and which was under the editorship of a staff of nine, each editor responsible for a group of subjects. Both authority and arrangement also play an important part in the *Britannica*, which appeared serially between 1768-71, and in a second edition from 1778-83. Here, for the first time, history and biography are systematically treated.

With the appearance of the *Britannica* modern encyclopedia making was ushered in, but the influence of the ancient monograph persisted. This is evident in every edition of the *Britannica*, prior to the fourteenth, all of which contain lengthy, though scholarly articles, not always encouraging to or readable by the layman. This lack of scholarliness has been bewailed by many users of the fourteenth edition, wrongly in the opinion of some. For it must be remembered that an encyclopedia is a *first* rather than a *last* source and that readability is probably more important than copiousness of detail. It is also amusing to discover in contemporary reviews that scholars did not universally consider the "scholarly" eleventh edition so scholarly in every branch of knowledge.

Consequently the innovation of readability, introduced probably by the *New international*, deserves a place historically with the contributions in encyclopedia making of Chambers, Diderot and the various editions of the *Britannica*. It was the *New international* which hit upon the idea of combining sound scholarship with journalistic style, and it was this happy combination as much as anything else which contributed to librarians' high rating for the encyclopedia until very recently, when the encyclopedia has failed to be revised as thoroughly and consistently as its competitors.

What was probably the first American school encyclopedia was published in 1893 under the title, the *Student's cyclopedia*. After the World War the school encyclopedias, notably *Compton's* and *World book*, undertook some advanced experimenta-



tion in terms of readers' needs. Overboard was thrown the notion that an encyclopedia should contain the body of knowledge necessary to the learning of the medieval scholar. Instead, taking a cue from educational research, systematic and scientific investigation of reader interest was begun and space allotted accordingly. In every way encyclopedia material was humanized and related to the profound postwar social changes. The *New international's* innovation of combining authority and readability was developed to an unusual extent by the school encyclopedias and considerable attention was devoted to increasing the availability of material through improved format and mechanical arrangement. So far-reaching has been the influence of the school encyclopedia that librarians have had to revise some of the criteria set up in library schools years ago.

A chronology of the high points in encyclopedia history follows:

<i>Contribution</i>	<i>Contributor</i>	<i>Date</i>
Father of encyclopedia idea	Aristotle	d. B.C. 322
Systematic fact gathering from many works	Pliny the Elder	d. A.D. 79
First English encyclopedia	Caxton's translation of Image du Monde	1464
First to use word "Encyclopedia"	Ringelberg of Basel	1541
First to use "Encyclopedia" in modern sense	Alsted	1630
First alphabetic encyclopedia	Coronelli	1701-06
First alphabetic English encyclopedia	John Harris	1704
First to cite authorities and include bibliographies	John Harris	1704
First to bring together work of many contributors	Reales Staats-Zeitungs- und -Konversationslexikon	1704
Inaugurated cross references	Chambers	1728
Index	French encyclopedists	1751-80
First to treat history and biography systematically	Britannica	1768-71
First school encyclopedia	Student's cyclopedia	1893*
First to establish two staffs—one of authorities and the other of writers	New international	1902-04

\* John Newbery and his successors issued *The circle of the sciences* in seven volumes (1745-70), "a compendious library, whereby each branch of polite learning is rendered extremely easy and instructive." Several other sets, including the English serial *Book of knowledge*, were issued before 1893, but none of these approaches the modern conception of an encyclopedia.

Today there is less certainty about what the "ideal" encyclopedia should be. H. G. Wells<sup>2</sup> has devoted a section of the chapter, "How mankind is taught and civilized," to the role of an encyclopedia in a progressive civilization. Mr. Wells conceives of an encyclopedia as:

A general summary of thought and knowledge which will serve as the basis for common understandings between specialists and for the ideology of education, and so become a guiding centre for the intellectual activities of mankind.

In Mr. Wells' opinion, the future world encyclopedia will be endowed, employing hundreds of thousands of workers who can interpret specialists' discoveries and thoughts to laymen. This whole work he suggests might conceivably be done under League of Nations' auspices. Concerning arrangement, Mr. Wells contends, "There seems little reason for retaining the alphabetical arrangement of the whole book." Rather he outlines 13 sections to follow in this sequence: (1) Philosophy; (2) Languages and cultures; (3) Mathematics; (4) Pure material science; (5) Biologic science; (6) Health and medicine; (7) Human biology; (8) History; (9) Education, religion, ethics; (10) Economics—production; (11) Economics—distribution. (12) Aesthetics; and (13) Detailed dictionary index. "Good indexing," he writes, "is absolutely essential to an efficient encyclopedia."

However that may be, certain trends in encyclopedia making stand out:

1. *Authority*: responsibility for articles is being divided in some cases between specialists who know the subject in detail and interpreters who can translate this knowledge for the layman, thus minimizing the importance of individually signed articles. (However, several important encyclopedias recently revised still carry many signed articles.)

<sup>2</sup> *Work, wealth and happiness of mankind*. Garden City, N.Y., Doubleday, 1931. v.2, p.840. A later amplification entitled "A world brain organization," advocating a central clearing house for knowledge from which would be distributed a "World Encyclopedia," appeared in the *Survey Graphic* (January, 1938. v.27, p.41-44). Mr. Wells appears to be only vaguely aware of the range of reading abilities and interests and therefore neglects several vital questions.

2. *Scope*: scientific selection of material on the basis of reading interests of groups for whom the encyclopedia is intended.

3. *Arrangement*: realization that omission of index may in some encyclopedias mean shorter articles, repetition of information, increased number of "see" references, and complicated devices to reestablish broad relationships.

4. *Up-to-dateness*: an unsolved problem. Annuals, periodicals, loose-leaf supplements still in fashion but definitely unpopular from user's standpoint. Nelson loose-leaf insertion plan still seems most promising solution.

5. *Format*: may follow lead of school encyclopedias, becoming increasingly attractive through profuse illustrations, readable style, mechanical devices for ready reference.

#### EVALUATION AND USE

If encyclopedias are the backbone of a good reference collection, selection, whether for home or library, is of utmost importance. Yet it is safe to say that few consumer articles are purchased more carelessly than are encyclopedias. For years an army of tramp book agents has thrived on the "illiteracy of literates" and peddled from house to house, yes, from campus to campus, worthless sets of compendia of knowledge. This in spite of an enlightened campaign by such agencies as *Subscription Books Bulletin*, *Consumers' Research Bulletin*, public libraries everywhere, and reputable publishers in the subscription books field.

A subscription book has been defined as "one for which subscriptions are taken in advance of publication. . .and includes in general all publications whose first sale is to private buyers as distinguished from dealers."<sup>3</sup>

Various methods have been employed to sell spurious sets, mostly encyclopedias, probably among the most common "rackets" being the following:

1. *The Testimonial Letter*. Under this scheme the victim is flattered by a request for a letter of recommendation, presumably

<sup>3</sup> Kerr, Grace. Subscription books. *Library Journal*. 1929. v.54, p.9.

given a free set, and asked only to subscribe to a "service" which "keeps the set up to date" for 10 years, and which service costs frequently more than a reputable publication.

2. *The Mongrel Volume*. Here the salesman produces a volume of 100 pages, apparently gathered at random, but actually selected as the best material in the publication. Any 10-volume set, for example, with 5,000 pages, among which less than 100 presentable pages can be found is obviously too great a risk for even a shady venture.

3. *The Society Project*. Rarely does one of these disreputable publishers call himself an out-and-out business company. Instead, the venture is always made to appear like a nonprofit undertaking by including the word "academy," "society," "guild," "association" or "sorority." The victim is made to feel he will become a member of a group of distinguished readers and book owners.

4. *Premium Bait*. Everything from imitation leather editions of inexpensive reprints to razor blades is offered as an inducement to purchase the worthless set of books.

5. *Family Pride*. If you cannot make the social register, cheer up. There are plenty of shady directories in which you can be listed by merely agreeing to purchase the book. If you are a widow or a daughter of a recently deceased famous man, expect to be persuaded to pay for the "distinction" of having his biography and portrait printed in a subscription set.

Numerous other devices have been successfully employed not only with uninformed purchasers but with members of the teaching profession. So adroit are these "book-leggers" in the technique of salesmanship that before the consumer is aware of it he has signed his name to a contract which carries in tiny letters at the bottom of the page the words "not subject to cancellation."

A few simple injunctions are:

1. Read contract carefully before signing.
2. Refuse to buy from a mongrel volume.
3. Whenever possible have set sent on approval.
4. Refuse to write testimonial letters until thoroughly familiar with a work and its publisher's sales methods.



5. Accept no sets free which require obligations for a supplementary service.

There is only one way to combat this vicious sales practice, and that is by means of an informed book-consumer public. The reference librarian can do much by being himself informed.

The files of *Subscription Books Bulletin* and the March, 1935, Confidential issue of *Consumers' Research Bulletin* are here commended for their efforts in behalf of educating the book-buying public.

Over and above these simple injunctions, it is well for the reference librarian to be fully acquainted with a few principles of evaluation. A number of schemes for judging an encyclopedia can be found. Miss Mudge presents 13 points to use in testing the value of an encyclopedia. Under her scheme, one checks first the publisher, then the copyright date; after which editor, general appearance, preface, balance, bias, revision, authority, illustrations, bibliographies, arrangement and special features are examined. Perhaps this is not a logical procedure, but it is certainly a fairly natural one for any prospective purchaser to follow. Dr. Wyer's scheme, on the other hand, delves at once into the literary features of the work. This is the scholar's approach, checking first accuracy, then up-to-dateness, authority of contributors, style, balance, bias, history of the work, viewpoint. Under bibliographic features, Dr. Wyer groups such points as arrangement, alphabetizing, bibliographies, date, cross references, maps, illustrations, supplements. His third large division is typographic, including such items as paper, type, binding, presswork, page make-up, and number of volumes. The objection to this plan is that one checks the more obvious things last instead of first.

Miss Mabel Harris, who criticizes both outlines (in an unpublished paper, Peabody Library School, 1934), proposes a study outline under three heads, which has the advantages of simplicity and psychologic order. Under her scheme one examines first the physical appearances of the work, noting such points as general appearance, number and size of volumes, binding, paper and type. She calls the second heading "Technical" and concen-

trates on arrangement under such subheads as volume guides and size, page make-up, index, cross references, pronunciation, and methods of keeping the work up to date. Last, she examines content, observing accuracy, completeness, balance and style in the text, and the nature and number of bibliographies and illustrations.

Miss Adelene Pratt's scheme in her book, *Encyclopedias: how to use and evaluate them*, c1933, written especially for *Compton's*, presents eight major headings: aim and scope, authority and accuracy, arrangement, style, up-to-dateness, illustrations, format,

#### ENCYCLOPEDIA EVALUATION—COMPARATIVE CRITERIA

Criterion	Sequence given by:			
	Mudge*	Wyer†	Pratt‡	Harris§
Accuracy	I,1	I,1	II	III,1,a
Aim	5		I,1	
Alphabeting	III	II,2		
Arrangement	12	II,1,5	III,1-4	II,1-7
Authority	I, also 9	I,3	II	
Balance	6	I,5	I,4	III,1,c
Bias	7	I,6	VIII	
Bibliographies	II, also 11	II,3	III,4	III,2
Completeness	I,2			III,1,b
Contributors	I, also 9	I,3	II,2	
Date	2	II,4		
Editor	3	I,7		
Field covered		I,5	I,2	
Format	III	III,1-6	VII	I,2-6
General appearance	4	III		I,1
History		I,7		
Illustrations	10	II,6,7	VI	III,3
Length of articles		I,5	I,3	
National viewpoint		I,8		
Publisher	1	I,7	II,1	
Revision frequency	8		LV,2	
Special features	13			
Style		I,4	V,1-2	III,1,d
Up-to-dateness	I,3	I,2,II,8	LV,1,3,4	II,8

\* *Guide to reference books*. Chicago, A.L.A., 1936. p.39-40. (Roman numerals stand for three cardinal principles, arabic numerals stand for 13 points on which to test encyclopedias.)

† *Reference work*. Chicago, A.L.A., 1930. p.20-21.

‡ *Encyclopedias: How to use and evaluate them*. Chicago, Compton, c1933. p.9-14

§ Unpublished paper. Nashville, Peabody Library School, 1933.

bias. Except for what some may consider overemphasis on format, Miss Pratt's syllabus is highly workable for encyclopedia study. There are numerous other useful plans, one especially which is used with variations as a stencil by several library schools. The form used previously at Peabody is included in the comparative table of study outlines on page 63. While any of the above plans will be found suitable for the study of encyclopedias, a slightly different organization which has proved helpful in first-year reference classes is here offered under five headings: authority, scope, arrangement, format and special features.

1. *Authority.* The importance of knowing something about the issuing source has already been indicated in the discussion of the questionable practices of some subscription book publishers. It is safe to question any enterprise which advertises itself as "academy," "club," "guild," "society," or other title intended to convey the impression that the venture is nonprofit-making. There are of course plenty of reputable publications issued by recognized learned societies, but usually these names are known or can be found listed among scholarly or philanthropic organizations. Information on any publisher can be secured by writing to the National Association of Book Publishers.

The last copyright date on the verso of the title page should indicate the recency of the material included. Among spurious subscription sets it is no uncommon practice to include material that was authoritative 30 or 40 years ago. Since the copyright on such material has frequently expired it is possible for the publisher to include the work of some famous but dead authority with little or no cost to him. That is why many "Webster" dictionaries can today be sold so cheaply. Since the number of words and quality of definitions have not changed from the original early 19th century edition on which the copyright has long since expired, there is no cost to a publisher other than the manufacture of the book. Along with the last copyright date, the subscription book code required that all previous copyright dates shall be listed. An examination of these dates will disclose the frequency although not the extent of revision. The latter can be determined

only by a careful comparison of the content of two or more editions.

In connection with the question of date, it may be asked: How often should a new encyclopedia be purchased? The answer will vary of course. Miss Mudge for example believes there has been insufficient revision of the *Americana* for any library owning the 1918-20 edition to purchase the 1931-32 printing. Other librarians believe the 1930 census figures alone are sufficient reason for purchasing the new edition. Still a third group of librarians believes the library should buy a new edition every 10 years, and that these purchases should be so staggered that not more than one encyclopedia set will have to come out of any one annual budget. Favoring somewhat the last theory, I wrote to the publishers of three adult and two school encyclopedias some time ago, making the following proposal: Since it is to the advantage of the publisher that his encyclopedia be judged by librarians and by the public in general who visit libraries, on the quality of his latest and best edition, and since library budgets will not permit the purchase of several new encyclopedia sets every year or two, that the publisher rent a set of his encyclopedia's latest edition to the library at an annual rate one tenth the list price of the publication, that the set always remain the property of the publisher, and that it be replaced with a new edition as often as a new edition is issued, the library to pay half the transportation. Four of the five publishers accepted the proposition for library schools.

Besides the publisher and dates, the editors and contributors help to establish authority. Previously, a signed article was in itself sufficient evidence of responsibility. However, with the modern tendency to rewrite the work of scholars for the sake of greater readability some encyclopedias prefer not to attach signatures to individual articles. Instead, the list of contributors at the beginning of the volume must be consulted to see what authority is behind the various articles in a given field. Almost as important as these contributing scholars is the central editorial staff which rewrites and groups the contributed material.

2. *Scope.* In fairness to the encyclopedia under consideration



it should be judged only in the light of what it claims to be or do. If it is intended for children it should not be compared with an adult encyclopedia. Nor should a cyclopedia in a special field of knowledge be compared with a general encyclopedia except in that special field. A statement of purpose can generally be found in the preface, along with a description of the subjects included. The thoroughness with which the field is covered can be determined by comparing topic for topic the subjects treated by two competing works, except that it must be remembered a large-topic encyclopedia will use fewer headings in covering the same field. In the latter case, failure to find an entry for a certain subject in the body of the work should be followed up with recourse to the index.

Accuracy can best be checked by examining material in a familiar field. An obvious exercise is to look up one's home town about which presumably one knows a great deal. However, the encyclopedia's failure to include mention of the new Masonic Temple is not sufficient cause for wholesale indictment. Other points are more serious: listing of a girl's college which closed its doors 10 years ago as still existing; description of an industry like carriage making which has entirely been replaced by an auto body works; listing as a new viaduct one which is older than two new ones built within the last 15 years; all tend to date the encyclopedia more convincingly than even a copyright date.

Whereas in the case of accuracy the test consists of examining a familiar subject, the test for style requires reading material on an unfamiliar subject. Here again the purpose must be kept in mind. A specialized cyclopedia may be heavy reading for the layman because of his lack of preparation. The adult encyclopedia should be simple and direct in its presentations. In the case of school and juvenile encyclopedias there are those who believe a special type of childlike writing is necessary. Unfortunately, however, this childlike style too frequently represents an adult's conception of how a child should think and express himself, and not at all the child's actual and natural manner. As a result the boy, especially, resents the baby talk foisted on him. Possibly a certain amount of further simplification is necessary, especially

in the younger juvenile works, but the use of a simple adult style which will be something of a challenge and a compliment to the youngster will be appreciated more by him.

Bias and balance may be two separate considerations, but the former may often result in unbalance. A certain distinguished encyclopedia has long been known for its partiality to British subjects. This bias resulted in disproportionate space allotment to very small English towns and the omission of many more important American cities. In other cases, some contributors who have consistently ranged themselves on one side of certain debatable subjects are likely to omit or minimize the other side of such subjects.

3. *Arrangement.* A fundamental consideration is the plan for material grouping. In an encyclopedia with large topics a detailed dictionary index is almost indispensable, while in a work characterized by many small topics these topics are in themselves a type of index, thus making a separate key less necessary. Thus of the five standard encyclopedias to be discussed later, *Britannica* and *Compton's* favor the larger topics with a detailed separate index; *Americana*, *New international*, and *World book* favor the small topics with cross references and a classified index or "readers' guide." There is something to be said for both arrangements, although even the smallest topics are likely to fail to replace an index entirely. In indexed works, on the other hand, there is some duplication between the arrangements of the text and the index since both are alphabetical. There is, of course, a greater unity of subject matter possible in the larger topic arrangement, but this attempt at unity would be even more successful if the combination of a classified arrangement and an alphabetic index were adopted, as has been done by the *Lincoln library* and the *World almanac*. From this standpoint, *Americana* and *World book* are a little more consistent, since the alphabetic arrangement of articles is complemented not by an alphabetic but by a classified index.

The problem can be stated in another way. No encyclopedia can undertake to make a separate heading for everything in the world, because there are too many things. The *Britannica*, for

example, has 45,000 articles under as many headings in its 23/24th volumes. The 23/24th volume has an index of 500,000 entries, indicating that at least a half million subjects are treated in the 45,000 articles given in the encyclopedia text. The problem is how to locate the 455,000 subjects which do not get a subject heading in the text. In the case of the *Britannica*, there is a reasonably adequate dictionary index; but in the case of the *Americana*, which has only a classified index intended merely to bring together all the parts of a certain field of knowledge, an additional device is used. That device is the cross reference which librarians call a "see" reference, and which encyclopedia makers call a "dummy" reference, because it gives no information and no page reference; it merely indicates the heading under which the information sought will be found. It is as if a reader were to look under the "M's" for magnetism and find there "Magnetism, see Physics." The advantage of this device is that it permits absolute alphabetic arrangement within the text and without the use of an outside index; the chief disadvantage is that since no specific page is cited, as in the index, it is necessary to read through the whole subject referred to in order to find the bit of information desired.

This "see" reference is not to be confused with the "see also" reference which almost all encyclopedias, no matter how arranged, use. The "see also" reference is used to direct the reader to *additional* related material found elsewhere, and is therefore not a "dummy" reference in encyclopedia parlance.

Another consideration in arrangement is alphabetizing. Only the *Americana* follows the library rule "nothing comes before something"; and even the *Americana* does not follow that rule in its yearbook. For example, in all of the encyclopedias, except the *Americana*, Newark precedes New York, but in library filing and in the one encyclopedia reverse order obtains, because N-E-W *nothing* precedes N-E-W-A.

Indexes and cross references have already been mentioned in connection with the discussion about material grouping. There are three kinds of indexes employed in modern encyclopedias: the dictionary index, which is an alphabetical list of subjects with page

references; the classified index, which is a logical list of subjects arranged according to some scheme of classification; and the dictionary fact-index, an innovation of *Compton's* which adds to the page references, items found in language dictionaries, like pronunciations, definitions, brief statements of fact.

Less important considerations in arrangement, though they may affect quick reference, are volume guides. Many sets employ the split-letter device indicating on the back that a certain volume contains material between KOP-LOU. If, therefore, the next volume is labeled LOU-MUD, it is difficult to determine from the outside which of the volumes will have the article on LOUISVILLE. Some encyclopedias, therefore, have adopted the method of spelling out the inclusive words, or of indicating inclusive letters thus, KOP-LOU, LOV-MUD. A third method, introduced by *Compton's*, is to devote each volume to one or more letters complete. Thus the L volume would contain all subjects which begin with that letter. There seems to be evidence of a trend toward the adoption of this last method, though it makes for some irregularity in the size of the various volumes.

The all-important question of bibliographies might as readily be considered under scope as under arrangement. Encyclopedia bibliographies need not necessarily be long; it is much more important that they show discrimination, up-to-dateness, and relation to the encyclopedia's stated purpose. The bibliography offers yet another means of dating the encyclopedia.

4. *Format.* The physical appearance of a set often creates the first impression. That is why so many otherwise worthless books are frequently purchased. Binding should be durable and for library purposes either cloth or fabrikoid. Opaque paper which will prevent print showing through from the other side is essential. Variety in type, text, related illustrations, and pleasing page make-up are other format criteria.

5. *Special features.* Under this heading are included, not such features as are appreciated by every user and are more or less in evidence in every set, but rather, only such features as serve to set a particular work apart from all other publications in the world—the distinguishing or distinctive characteristics. The prime value



of the special feature item in a study outline is as a mnemonic, to enable the reference librarian to fix that book or books definitely in his memory.

As a suggested method of studying encyclopedias, therefore, the following outline is offered (in fairness to the work judged, the latest edition should be consulted) :

I. *Authority*

- A. *Publisher*: give name, and indicate reputation based on previous publication, type of advertising, sales ethics, if possible
- B. *Date*: compare imprint and last copyright dates
- C. *Revision frequency*: determine from series of copyright dates on verso; also extent of revision
- D. *Editors*: name and indicate qualifications
- E. *Contributors*: name a few known to you and indicate qualifications

II. *Scope*

- A. *Purpose*: quote a significant short passage from preface
- B. *Field*: indicate whether adult, school, etc.
- C. *Style*: characterize as to readability, noting striking lead sentences and unusual development methods
- D. *Bias*: test on controversial subject and cite position
- E. *Balance*: compare amount of space devoted to two equally important subjects, or to two unequally important topics, *i.e.*, compare treatment of English and American towns of the same size, or eastern and middle western universities of same reputation
- F. *Up-to-dateness*: use bibliographies, home towns, or recent events as quick check

III. *Arrangement*

- A. *Material grouping*: large or small topics; make comparisons
- B. *Alphabetizing*: by word or by letter
- C. *Index*: dictionary, classified, fact; style—paragraph or entry in a line
- D. *Cross references*: see, see also
- E. *Volume guides*: split-letter, word, complete-letter
- F. *Bibliographies*: recency and selection of titles

IV. *Format*

- A. *Collation*: number of volumes, or number of pages if one volume

- B. *Illustrations*: number, and whether photos or drawings
- C. *Maps*: number, and whether relief or colored
- D. *Captions*: striking, related to text, helpful
- E. *Legends*: taken from text or especially written for illustrations
- F. *Paper*: for opaqueness (whether type on other side of page can be seen)
- G. *Type*: variety; kinds
- H. *Page make-up*: left-hand margin; balance
- I. *Binding*: fabrikoid, cloth

#### V. *Special Features*

### II. ADULT ENCYCLOPEDIAS

The oldest of the standard encyclopedias in English today is the *Britannica*, which was first issued by "A Society of Gentlemen in Scotland" in the three-volume first edition set of 1768-71. From the second through the eighth editions the encyclopedia was published by a group retaining the Society's name. The famous ninth edition was issued by A. & C. Black. Then in 1902, two corporations were formed, under an arrangement whereby the British corporation became financially subsidiary to the American. Under this new organization the famous ninth edition was reissued. The subsequent tenth was a reissue of the ninth with 11 new volumes. In 1910, the eleventh in 29 volumes was released.

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- ① Encyclopaedia Britannica; a new survey of universal knowledge. 14th ed. N.Y. and Chicago, Encyclopaedia Britannica, c1936. 24v. Library rag paper. \$159.
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It was this eleventh edition which Sears Roebuck offered in a smaller format in 1915 as the "handy-volume set." The Britannica Corporation printed this set, but the famous mail-order house secured exclusive marketing rights to the entire printing.

When the supplementary volumes to the eleventh edition were issued and added to the Encyclopedia to make the twelfth and thirteenth editions, these supplements were financed by Sears Roebuck. In 1927, Sears Roebuck bought out both corporations and began a new edition on a larger scale. The result was the

fourteenth edition of 1929, produced at a cost of \$2,500,000. In spite of the fact that the *Britannica* was now entirely American-owned, a British as well as an American editorial office was maintained and the new edition was dedicated both to his Majesty, King George V, and to the Honorable Herbert Hoover, then president of the United States.<sup>4</sup>

Sufficient has already been said about the publishers of the *Britannica* to establish their reputation. No imprint dates appear on the title page, but the copyright dates, 1929, 1930, and 1936, indicate its recency. From October, 1933, to 1937 a magazine called the *World Today* was issued to encyclopedia owners to keep their set up to date. This has been replaced, beginning for the year 1937, by the *Britannica book of the year*.

Editor-in-chief J. L. Garvin is the editor of the *London Observer*, and the American editor, Franklin H. Hooper, contributed to the *Century dictionary*.<sup>5</sup> To assist them there are an art editor, and several department editors including A. S. Eddington, Julian Huxley, Isaiah Bowman, Henry Seidel Canby, John Dewey, Roscoe Pound, Grantland Rice, James Harvey Robinson, Deems Taylor and C. C. Williamson—all, as can readily be seen, probably the first names one would think of in connection with their respective fields. But for fear that someone might think of others in these and allied fields, the publishers have assembled 3,000 “all-star” contributors. Let us cite a few:

Religion—Shailer Mathews  
United States history—Albert Bushnell Hart  
Aviation—Orville Wright  
Military matters—General John J. Pershing  
Biography—Allan Nevins  
Literature and drama—V. L. Parrington  
Music—Reinold Werrenrath  
Education—Nicholas Murray Butler

Also no less than 24 Nobel prize winners have put their efforts into the fourteenth edition. There can be little doubt of the *Bri-*

<sup>4</sup> A later revision of the fourteenth edition is now also dedicated to the present heads of the two English-speaking nations.

<sup>5</sup> In April, 1938 Mr. Hooper retired and was succeeded by Walter H. Yust.

*tannica's* authority, except possibly in the mind of a very few specialists who have forgotten for the moment the function of a ready reference book.

The makers of the *Britannica* realized more fully the encyclopedia's function in the fourteenth than in any other of the previous editions. That this was a conscious and intelligent realization is indicated by the statement of purpose, "... to provide the fullest, most various digest of universal information in its articles—and its bibliographies are a guide to the rest." The *Britannica* is an adult encyclopedia, with a scholarly tradition and a more popular treatment of material. It is still somewhat British in flavor, as indicated by the spelling of words like labour and colour, the comparison of the treatment of the Speaker of the House of Commons and the Speaker of the House of Representatives, and the introduction of a subject like child welfare with a statement of conditions in Britain first, and in the United States second. But this characteristic (although one American authority questions whether the fourteenth is as much as 30 per cent American) should not affect one too unfavorably. It can be pointed out that Wellington who had 8 columns in the eleventh edition has only 6½ in the fourteenth, whereas Washington who had 6 in the eleventh has 13 in the fourteenth.

The *Britannica* has always favored the large topic, and although the fourteenth has strayed from the monographic principle of previous editions, its 45,000 subject entries represent a smaller number than is found in either of its two competitors. The index in the 24th volume saves the day for arrangement. There are over 500,000 entries in it and the reference librarian meets very few subjects that do not have a page reference in the *Britannica* index. In the encyclopedia proper, "dummy" or "see" references, as well as "see also" references are used to supplement the index, but no distinction is made between the two types of references since the word "see" is used for both. The split-letter volume guide, A—Anno and Annu—Balt used by *Britannica* eliminates the objection to this form.

*Britannica* is the rare encyclopedia which includes bibliography in its major purpose "... and its bibliographies are a guide to the



rest." Its lists of references have always been strong and no exception to this policy has been made in the fourteenth edition. Titles included give evidence of recency, scholarship, no limitations as to nationality, and high usability.

The 24 volumes of the fourteenth edition (1930) include over 15,000 photos and excellent drawings, with about 136 full-page plates and 7,000 line cuts. Of the 500 maps, 200 are colored. Except for the index, volume 24 is given over to maps, prepared by the famous Scottish cartographers, John Bartholomew and Sons. There is some advantage in having all these maps together, but there is a decided inconvenience to having them placed in the same volume with the index.

Probably no two examiners will cite the same special feature of the *Britannica*. It is doubtful, however, if anyone will fail to recognize individuality in the following: (1) the list of famous contributors (in v.24) which reads like a selected "who's who" from both *Who's who* and *Who's who in America*, albeit many of the individuals are so-called "men of the moment"; (2) the colossal index of half a million entries which is a courageous attempt to see that no information seeker is disappointed; (3) the atlas volume which brings together some outstanding examples of superior map making; (4) the dual editorial board, although some look upon that arrangement as a palliative for British patriotism which now must bear the loss of both the *Alice in wonderland* manuscript and the century-and-a-half-old publication which has grown to be a synonym for encyclopedia; (5) the plan for providing the encyclopedia user up-to-date material and the series of reading courses.

In the spring of 1938, there appeared a new "streamline" version of an encyclopedia annual, *Britannica book of the year*, with full bleed photographs, attractive page make-up, a usable index, and considerably more accessible current material. The price of this new volume is \$10.

The reading courses are condensed summaries with copious illustrations of material in the encyclopedia issued in paper back format about the size of the encyclopedia volumes. Detailed references to the *Britannica* enable the reader to organize his read-

ing about the subject. To date, the courses published deal with the following subjects: American history; American literature; Art through the ages; English literature; French revolution; Great men of history; History of music; The home-interior; Decorations and the garden; How to bring up children; Story of the stars; Story of Africa, etc.

Undoubtedly, by this time, the reader has gathered that the *Britannica* is highly recommended. Unquestionably it meets librarians' requirements in many ways, but that is not to say that it is perfect. In the opinions of authorities certain defects exist, especially with regard to scholarly detail. The literature material, for example, has been attacked by Van Doren. Librarians' criticisms, however, deal with format and with sales methods. While the paper used is high in rag content, the pages continue to curl and ruffle at the ends as *Britannicas* have always done before.

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- ② Encyclopedia Americana; a library of universal knowledge. . .  
Chicago, Americana Corp., 1938. 30v. \$150.
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The first edition of the *Encyclopedia Americana* was issued in 16 unpagged volumes in 1903-04, and was subsequently revised and expanded into 22 volumes, with the title, *The Americana*, in 1912. Shortly after the War a complete revision was undertaken and issued as the 1918-20 edition. There has been no complete revision since, although there have been later printings which included many rewritten articles. The fact that the latest edition was undertaken near the close of the War had its effect, undoubtedly, in influencing the allotment of nearly 500 pages, a good sized book in itself, to the subject of the World War. This World War article, excellent material in science and technology, and a unique method of giving the complete history of a century under the century (i.e., 6th or 17th) are the striking special features of the encyclopedia. A format which is better than that of the *Britannica*, chiefly in the matter of curling pages, but also in binding, and a partiality for American as opposed to British subjects make two more distinctive features.

The editor-in-chief of the 1918-20 edition, G. E. Rines, was also managing editor of the *German classics*, probably the best set of translations issued to that time. There are plenty of scholarly and familiar names like those of Nathan Haskell Dole, who translated that incomparable and long Tolstoy masterpiece, *War and peace*; Samuel Gompers, who made the American Federation of Labor; and Paul Shorey, the Greek scholar. What is more, the *Americana* pays particular attention to authorship. All long articles are signed, and when revised in subsequent issues an attempt is made to secure the services of the original author for such revision. Where that is impossible, because of death, or for other reasons, the revising author is given credit for his work along with the writer of the original article. In some cases, both signatures are dropped.

Let us now see what the *Americana* calls “. . . its legitimate purpose—the presentation of knowledge with faithfulness and with scholarly impartiality, avoiding the promotion of theories and such discussions and defenses as are entirely foreign to the character and nature of an encyclopedia.” It is, continues the preface, “. . . an endeavor to present in an intelligent and informing way, the history and nature of the civilization, institutions, systems, activities, and achievements of mankind with sufficient fulness to furnish the general reader a fair and adequate understanding of the development of man and his social life.”

We see the *Americana* as an adult encyclopedia, with a scholarly interest in content, with a careful regard for presenting the subject matter in as popular form as the material will permit, and with a slightly American bias which does not affect the general reliability of the information furnished.

As concerns arrangement, the *Americana* is in that group of encyclopedias which favors short topics, plenty of “see” references, and a classified index. The last (in v.30) is not a complete index, and is preceded by an alphabetical key to the subject scheme. In addition to the “see” references, there is a generous sprinkling of “see also” references throughout the work. Distinctive, under arrangement, and consequently worthy of a place under special features, is the adoption of library alphabeting, thus

placing New York ahead of Newark. The volume guides are whole words. *Americana's* bibliographies are not as strong as *Britannica's* because of both the selection of material and the incompleteness of citations.

The 30 volumes, paged separately, contain 10,000 illustrations, including excellent photos and drawings. There are 300 full-page, colored maps and many small diagrams and maps. The *Americana* has always had the best format from library standpoint. Especially notable have been the strong binding and the excellent paper, although both *Subscription Books Bulletin* and Mudge's *Reference books of 1931-33* call attention to the poor paper in the 1931-32 edition. However, a set of this edition, placed in the Peabody College Library over a year ago has not yet showed any curled pages, while a *Britannica* set subjected to no harder treatment in the same length of time has wrinkled and creased pages in the front and back of nearly every volume. This difference may be due to the difference in thickness of the volumes in the two sets.

Let us then summarize the special features of the *Americana*: (1) It is especially strong in technical and scientific articles; (2) Biography, always a specialty, is especially strong in the case of contemporaries; (3) The World War article represents one of the most comprehensive topics in any encyclopedia; (4) The century histories are unique; (5) The format is excellent; (6) A classified index and library alphabetizing arrangement complete the list of distinguishing characteristics.

Important in the *Americana's* scheme for providing the encyclopedia user up-to-date material is the *Americana annual*; an *encyclopedia of current events*, which in format resembles the volumes of the encyclopedia and which is sold for \$7.50 a volume to libraries. The date in its title comes from the imprint, rather than from the period covered in the annual's contents, so that the annual for 1933 would in reality deal with the events of 1932. These volumes maintain the same high level of authority and accuracy as the encyclopedia and specialize in contemporary biography. The arrangement, too, is alphabetical, as in the main



work, but an additional feature is an alphabetical index to previous annual volumes.

For a great many years the *New international* was librarians' first choice encyclopedia. Originally published by Dodd, Mead and company, the *New international* is now distributed by Funk & Wagnalls, publishers of the *New standard dictionary*. The *New international's* genealogy can be traced to the 1878-80 edition of *Chambers' encyclopedia*, through the first edition of the *International cyclopedia*, 1886, which had acquired the American edition of *Chambers'* by the purchase of Alden's *Library of universal knowledge*. The first edition of the *New international*,

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- ③ *New international encyclopedia*. . . 2d ed. N.Y., Dodd, 1930. 25v. ed. \$129.50; 14v. ed. \$95.  
——Supplement. N.Y., Dodd, 1930. 2v. \$20.
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in 17 volumes, appeared in 1902-04, was partially revised and expanded to 20 volumes in 1907, and reissued in 1912 with the 1910 census figures. In 1914-16 a complete revision was undertaken and the second, which is the present, edition appeared. It is significant that this second edition contained 80,000 articles 15 years before the *Britannica* broke up its monographs into 45,000 subjects, thus illustrating the difference in arrangement principles. The 1922 issue of the second edition cannot be considered a complete revision since the changes made were only of a supplementary nature, such as to add 1920 census figures and some new pages for recent events. Two supplementary volumes were also published in 1925 in two editions: one edition, to supplement the 1914-16 encyclopedia, contained the additional information in the 1922 printing besides later supplementary material, and was numbered volumes 1 and 2; the other edition was numbered volumes 24 and 25 to supplement the 1922 printing. In the same year, the publisher issued a cheaper 13-volume edition which consisted of the 23-volume encyclopedia and the two-volume supplement. A supplementary, unnumbered volume for both editions contains courses of reading for study which is comparable to the *Americana's* classified index.

The first edition of the *New international* was under the editorship of Daniel Coit Gilman, famous president of Johns Hopkins, and at one time librarian of Yale University, Harry Thurston Peck, classical scholar, and Frank Moore Colby, New York University professor. When the second edition was undertaken, Colby and Talcott Williams, Director of the School of Journalism in Columbia University, were placed in charge. They had to assist them the services of such recognized authorities as Lyman Abbott, *Outlook* editor, F. Sturges Allen, *Webster* editor, and such specialists as Isaiah Bowman, E. P. Cheyney, R. T. Ely, Ephraim Emerton, I. L. Kandel, Paul Monroe, Melvil Dewey, and W. W. Bishop. In accord with the *New international* innovation described in the history of encyclopedias, articles were not signed, but a list of contributors was indicated at the beginning of each volume.

The ideal encyclopedia, said the preface, combines four attributes: "first, accuracy of statement; second, comprehensiveness of scope; third, lucidity and attractiveness of presentation; and fourth, convenience of arrangement." By paying particular attention to the third and fourth of its purposes without sacrificing the other two, *New international* earned for itself first rating in most librarians' opinions.

As to arrangement, the distinctive feature is the great number of small topics and the excellent system of cross references. Features which once were strong, like the well-selected bibliographies or the 20,000 biographical articles, are now out of date and therefore less strong by comparison with the newer encyclopedias. The "see also" references in the text are marked (q.v.) and at the end "see." Whole words are used as volume guides.

The *New international* is now available in a 25-volume edition with a two-volume 930 supplement, which set is supplemented by the *New international yearbook*.

#### OTHER ADULT ENCYCLOPEDIAS

Ranging in value from good second choice to out-and-out shady ventures are many other sets. Some are being given as premiums with newspapers. Others are being peddled from door to door

under disguises of one type or another often leading to court proceedings. Here no space can be given to individual sets not recommended by the *Subscription Books Bulletin*. It is suggested that encyclopedias not specifically mentioned here should be looked up in the *S.B.B.*

One encyclopedia, because of its method of providing the encyclopedia user up-to-date material and because of a recent venture in low-price publishing, will be mentioned. For years *Nelson's loose-leaf encyclopedia* has undertaken to provide insertions which would replace old pages in the set kept in a loose-leaf binder. This method is the one used by medical and law reference sets and is the only scheme thus far devised which actually keeps the set as well as the user up-to-date.

Its chief disadvantage has been the reluctance of the user to make insertions promptly. A second disadvantage has been the high cost of the binders. The three-column, small-type page has been anything but inviting to the reader.

Late in 1937, the publishers issued a 24-volume permanently bound edition at \$24 the set to libraries.<sup>6</sup> It will be supplemented by bound yearbooks consisting of the two insertions furnished the loose-leaf subscribers annually. Newspaper reference workers have found the set very useful and libraries may well consider it for second purchase.

### III. SCHOOL ENCYCLOPEDIAS<sup>7</sup>

Some pertinent questions relative to the production of children's encyclopedias are raised by Gilbert O. Ward, then chairman of the Subscription Books Committee of the American Library Association, in the January, 1935 issue of the *Subscription Books Bulletin* devoted largely to reference books for younger readers. The questions relate to style, to the inclusion of noninformational material like stories, to the problem of short versus long articles, already posed in the discussion of adult en-

<sup>6</sup> *Nelson complete encyclopedia*; rev. to Oct. 1, 1937; editor-in-chief John H. Finley. N.Y., Nelson, 1937. 24v. \$36; to libraries \$24.

<sup>7</sup> The writer of these notes is one of several librarians who serve as editorial advisers to F. E. Compton & Company—The Publishers.

cyclopedias, to indexes, especially of the fact variety, to study outlines, to bibliography, illustrations, up-to-dateness, and to other criteria used to determine the value of any encyclopedia. It is true that a children's encyclopedia differs from one intended for adults in at least the following ways:

1. More limited range of subject matter
2. Briefer treatment of such subject matter as is presented
3. The use of a simpler vocabulary
4. Recognition of juvenile interests
5. Freer use of illustrations

The question, what constitutes this more limited range of subject matter, is similar to the problem puzzling educators in search of newer and newer education. Is it out of the question to assume that the range of subject matter should be no narrower than that for adults, but that the treatment should be adapted? If a selection of material is to be made, what should be omitted? It does not seem to be nearly so necessary to narrow the range of subject matter as to limit the amount of detail to be given about any one subject.

The question of treatment, too, relates not only to the scope of subject matter but to the vocabulary and sentence structure to be employed. Professor Thorndike has determined the frequency of various words in our language and on the basis of his work, vocabulary can be scientifically selected. The quality of the language, however, is another matter. One encyclopedia which prides itself on having written down to children has done so not on the basis of how a child actually thinks and talks, but rather on an "old maidish" adult's idea of how a child ought to express himself. The result is that no self-respecting boy of ten would read any of the material without resentment. Mr. Ward has commented to the point by submitting that good writing is good writing and that there is no reason why such writing should not appeal equally to child or to adult.

If encyclopedia and textbook publishers could only realize what joy killers study outlines and "thought questions" can be, I am sure the publishers would save their money and the authors'



time. I have never seen any "thought questions" which provoked anything but annoyance in the minds of the brighter students and torture in the lives of the others. Dull, insipid, useless, and a waste of time both for the author and for the unfortunate students is the only way to characterize these "exercises." However, outlines and guides intended to relate subjects scattered by the alphabet, or suggestions as to reading and study procedures should be welcome.

A final vital question raised is whether an encyclopedia can serve equally well for quick reference, for systematic study, and for recreational reading? In view of our definition of a reference book the answer would seem to depend upon the use to which the book were being put at the time of the question. It is possible that many a child would read a literary masterpiece in an attractive set but would not set out to secure a separate book. The questions here raised merely indicate the problems that beset the subscription book publisher who enters the highly competitive juvenile field.

From the standpoint of encyclopedia making, the most interesting innovations are coming from the publishers of the juvenile or school encyclopedias. These publishers, more than any others, have recognized the value of readability along with the requirements of authority and arrangement, and as a result it is not uncommon to find such encyclopedias as *Compton's* and the *World book* rapidly gaining favor among adults as well as among young people. The reason for this can be attributed to the fresh approach which the school encyclopedia has introduced.

This approach can be summed up as including these points: (1) a really scientific attempt at selection of materials for inclusion, and apportionment of space, which has resulted in a definite correlation of the subject matter to the needs of the school curriculum; (2) increased attention to style, which has been effected by employing an editorial staff of expert writers who could reduce the authorities' facts to the level of the layman's comprehension; (3) improved format, and especially pictorialization which includes not only drawings and photographs, but diagrams as well, all of which are carefully selected with a view to extend-

ing the limits of verbal expression. It is no wonder, therefore, that college students turn with increasing frequency, although perhaps surreptitiously, to the school encyclopedias where knowledge has been humanized and made challenging.

There are two outstanding school encyclopedias on the market today—*Compton's* and the *World book*. Both have a place in general libraries and unquestionably unless the adult encyclopedias rebuild along the same lines, these two are likely to prove as indispensable in the average college or public library as they now are in the school library. To appreciate the possibilities of these two works it is necessary to understand their basic differences.

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- ④ *Compton's pictured encyclopedia*. . . Chicago, Compton, 1938. 15v. \$62.50.
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Although *Compton's pictured encyclopedia* was first published in 1922, its publishers were associated with what was probably the first school encyclopedia printed in the United States. In 1894, Mr. F. E. Compton entered the firm of Chandler B. Beach who had the year before published the *Student's cyclopedia*, and in 1907 he purchased the business. In the meantime the encyclopedia had twice changed its name, first to *Student's reference work* and then to *New student's reference work*, under which title Compton's issued nine editions between 1912 and 1921. When *Compton's pictured encyclopedia* appeared, the copyright to the *New student's reference work* was sold to S. L. Weedon who issued one more edition under a 1923 copyright.

An examination of the list of contributors to *Compton's pictured encyclopedia* reveals authority comparable to that found in the best adult encyclopedias. Guy Stanton Ford, Dean of the University of Minnesota's Graduate School, is editor-in-chief of the work, and Athol Ewart Rollins, formerly literary editor of the *Milwaukee Journal* is managing editor. The long list of contributors may be represented by the following well-known authorities: W. C. Bagley (Education), Stephen Vincent Benét (Poetry), James H. Breasted (Archeology), Pierce Butler

(Bookmaking), F. W. Hodge (Indians), Donald B. Macmillan (Polar explorations), William Lyon Phelps (Literature).

The fourfold purpose of *Compton's* is indicated by the editors as "(1) accuracy and breadth of view; (2) interesting treatment, obtained by focusing the attention on the most striking, salient, and picturesque aspects of each topic discussed; (3) simplicity, clearness and directness of language, without insulting the reader's intelligence by trying to 'write down' to him; (4) an abundance of illustrations which visualize and dramatize the text."

*Compton's* attractiveness rests upon several innovations in encyclopedia making which may well be considered here as special features: (1) Illustrations that are out of the ordinary, striking, and certain to arouse children's and adults' attention have been sought out and arrestingly placed with regard to the text. (2) Articles have been written with journalistic "punch," which include such devices as opening with a challenging or summarizing lead sentence, and presenting facts in dramatic or psychological rather than traditional order. This style has been carried to the captions and legends, which describe and explain the illustrations with unusual fulness. (3) The fact-index, which serves not only to locate information in the text, but itself provides pronunciations, definitions, and other brief information. This index, instead of appearing in the last volume of the set, is divided into alphabetical sections, each placed in the back of its appropriate volume (e.g., the M section of the index at the back of the volume containing the M articles), a desirable location for such a tool.

*Compton's* scope is indicated by the 100,000 topical entries in its index. Years ago *Compton's* was recommended first choice for elementary schools, but with the gradual elimination of the stories to which many librarians have objected and the steady addition of informational material, its place in the high school and even in the junior college has come to be recognized. It is significant that a recent study of *Compton's* and the *World book* has shown approximately the same vocabulary level in both. It is equally significant that reading experts now recognize a reading range of six grades within any one grade and that therefore

many elementary school pupils read high school material and vice versa. Obviously, any good school encyclopedia should appeal to readers from fourth grade to junior college reading ability and this is certainly within the scope of *Compton's*.

As to arrangement, *Compton's* leans toward larger topics, depending upon the index to bring out smaller subjects. The complete-letter volume guides originated by *Compton's* are used, and "see also" references are provided. Bibliographies follow general articles and are classified into material for younger readers and publications for advanced students and teachers. *Compton's* also includes reference outlines.

The 15 volumes contain a large number of illustrations, which occupy nearly one third of the total text space. Many of them are fine examples of four-color printing. The black and white relief maps such as the one for California are exceptionally fine and represent an advanced step in map making. A red, durable fabrikoid or cloth is standard for the specially patented binding, which features an unusually strong hinge.

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⑤ World book encyclopedia. . . Chicago, Quarrie, 1938. 19v. \$68.90.

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The *World book encyclopedia* first appeared in 1917. To select ". . . the most interesting, vital, and useful information from the store of the world's knowledge, and . . . to present . . . it in an orderly, simple and attractive manner" is the stated purpose of the editors. This has been accomplished without "writing down," and from the standpoint of language the *World book encyclopedia* might well serve as a model for many of the contributors to adult encyclopedias, to say nothing of school encyclopedias.

The small topic plan with numerous cross references places the *World book* in the *New international* and *Americana* class as far as arrangement is concerned. There is no alphabetical index, but there is a reading guide volume which may be compared to a classified index. Both "see" and "see also" references ap-



pear in abundance, and the publishers have adopted the complete-letter volume guide scheme. An especially noteworthy feature is the long and excellent bibliography at the end of volume 18, compiled by two librarians, and grouped under headings comparable to those used in the text.

There are 19 volumes to the set, 18 of which are numbered and include subjects from A to Z, and the 19th volume is the reading guide. A total of 14,000 illustrations includes as special features, excellent state maps as well as full-page colored maps for all important geographical divisions. The general format is admirable.

Its list of editors and contributors reveals authority comparable to that found in the best adult encyclopedias.

Until his death in 1931, Michael V. O'Shea, Professor of Education in the University of Wisconsin, was editor-in-chief. The editorial policy of the *World book encyclopedia* is at present formulated with the assistance of an Editorial Advisory Board which includes several distinguished educators. Among contributors the following names are outstanding in their respective fields: W. C. Bagley (Education), Ely Culbertson (Bridge), J. T. Gerould (Library), A. B. Hart (History), Maria Montessori (Montessori method), C. E. Seashore (Psychology), Clark Wissler (Anthropology), to mention only a few.

The *World book* presents its information in simple, direct and clear language without embellishment. Its treatment of a topic is comparable to that of a good adult encyclopedia, except that the language is simpler and the content is suited to the needs of young people. In an article on a continent, for example, the first paragraph is definitive, and succeeding sections deal with "form and coastline," "surface," "rivers and lakes," "climate," etc. This provides a convenient arrangement for ready reference.

As concerns arrangement, the *World book* is in the category of those encyclopedias which favor a single alphabet arrangement, with many short topics and an abundance of cross references. As has been pointed out before there is no unanimity of opinion among librarians on the relative merits of the cross-reference and index schemes and, until studies of the comparative

ready reference value of the two kinds of arrangements have been completed, individual preferences must continue to be purely subjective.

The *World book* has, however, outdistanced the adult encyclopedias which use the cross-reference arrangement scheme by providing synthesizing devices. In the first place, many long articles on major subjects have been included. In the second place, the reading and study guide volume enables the user to relate articles and parts of articles to the subject wanted. And in the third place, lists of related topics follow the articles themselves, thus, in the opinions of some, performing the functions of an index.

The *World book*, like the *Americana* and *New international*, undertakes to provide its readers up-to-date material by means of an annual, available at the moderate price of \$1 a year. In addition, readers are offered the privilege of library reference service for any reasonable questions unanswered by the encyclopedia. A fuller description of the *World book annual* is included in Chapter IV.

#### OTHER SCHOOL ENCYCLOPEDIAS

*Britannica junior*,<sup>8</sup> now issued by the *Encyclopaedia Britannica*, is a reprint of *Weedon's modern encyclopedia* with some revision and the addition of two new volumes. One of these volumes, the first in the set, is a fact-index similar to *Compton's*, except that it is concentrated in one volume. The other new volume, which is the last in the set, includes a reader's guide similar to that of the *World book*, some excellent material on the use of books and libraries in the school studies, and a collection of miscellaneous facts, such as the presidents of the United States, etc. It has retained what this writer considers was the principal fault of *Weedon's*—a "Pollyanna" style in many of its articles which young readers are bound to resent.

<sup>8</sup> *Britannica junior; an encyclopaedia for boys and girls*, prepared under the supervision of the editors of the *Encyclopaedia Britannica* . . . N.Y., Encyclopaedia Britannica, c1937. 12v. \$59.50; fabrikoid \$69.50.

The *American educator*<sup>9</sup> encyclopedia was originally made by the same company and by the same group of editors as the *World book*. Consequently the patterns are somewhat alike although the scope of the latter is broader and the articles longer. An interesting comparison of the two sets is included in the April, 1938 issue of the *Subscription Books Bulletin*. At the lower price the *American educator* can be considered for second purchase.

The *New Champlin cyclopedia for young folks*,<sup>10</sup> in six volumes, is one of few classified reference sets on the market. Successive volumes are devoted to biography, geography, and history, literature, art and mythology, natural science, and physical science and invention. These volumes may be purchased separately or as a set.

The *New wonder world*<sup>11</sup> is also a classified set. Its 11 volumes are devoted to The world and its people; Invention and industry; Nature; Adventure and achievement; Story and art; Sports, pastimes and handicraft; History; Literature; The child in the home; The wonder of life; and a guide and index.

#### ENCYCLOPEDIAS FOR FIRST PURCHASE

The question is frequently asked, "If I can afford only one encyclopedia which one shall I buy?" Obviously no one will be recognized as best for all purposes. It is safe to say, however, that for library purposes the first choice encyclopedia should come from the boxed five described. Not only do they offer the best available in reference works, but they represent in addition the most economical investment in the long run.

In general, the following opinion is offered, based upon years of reference work and teaching experience.

1. For *school libraries*, buy school encyclopedias *first*, certain standard lists to the contrary, notwithstanding. This applies to fourth grade *through* junior college, for the following reasons:

<sup>9</sup> *American educator encyclopedia; a non-technical encyclopedia for the grades and junior high schools* . . . Chicago, United Educators, 1937. 10v. \$49.50.

<sup>10</sup> *New Champlin cyclopedia for young folks* . . . N.Y., Holt, 1933-36. 6v. \$28; separate vols. \$5 ea.

<sup>11</sup> *New wonder world* . . . Chicago, Shuman, 1937. 11v. \$66.50.

a. *Scope*: selection of materials is based on scientific study of the school curriculum as well as of young people's outside interests. Curriculum experts and educational advisory staffs for both *Compton's* and *World book* insure the presence of material that will relate directly to school work.

b. *Treatment*: readability to a degree found not even in the more readable adult encyclopedia articles is present in *Compton's* and *World book*. No one any longer attributes any special virtue to "hard" reading. Besides, illustrations, page make-up, captions and legends stimulate greater use of the school encyclopedias.

c. *Arrangement*: *Compton's* and *World book* represent the two different arrangements at their best; short topic and cross references can best be illustrated with the latter; long articles and index are at their best in the former. For the encyclopedia unit in teaching the use of books and libraries these two encyclopedias are especially helpful for illustration.

d. *Up-to-dateness*: because of frequent revision, the school encyclopedia whenever purchased will not be more than a few months away from its last revision.

e. *Economy*: the school encyclopedia can be purchased for considerably less.

Years ago it was comparatively simple to teach in reference courses, "*World book* for high school, *Compton's* for elementary school, and both for junior high school." There was something delightful in being able to dismiss the whole delicate subject neatly and compactly. But comparison of the 1938 issues of *World book* and *Compton's* reveals that *Compton's* has introduced much useful high school material while *World book* has introduced much that is worth while for the elementary grades.

It is therefore recommended for school libraries that both school encyclopedias be purchased before any adult encyclopedia is acquired, and that as soon as funds permit both the *Britannica* and *Americana* be added.

2. *Public libraries* should purchase all four immediately, if at all possible.

3. *College and university libraries* will want adult encyclopedias first. Institutions including schools or departments of education will want the school encyclopedias also.

4. *Special libraries*, except education libraries, will want only the adult encyclopedias.



## IV. ONE-VOLUME ENCYCLOPEDIAS

In October of 1935, Columbia University, through its press, released the one-volume encyclopedia its faculty and a staff of editors had been preparing for eight years. The purpose of this work, in the words of Columbia's president, is ". . . to provide a compact, authoritative and thoroughly up-to-date work of reference for the use either of the scholar or the general reader."

- ⑥ Columbia encyclopedia, in one volume . . . N.Y., Columbia Univ. Pr., 1935. 1949p. \$17.50.

Further elaboration on purpose is contained in the publishers' blurb with additional emphasis on compactness, authority, and up-to-dateness, in this wise:

The volume seeks to give to the layman a maximum of information in a minimum of words. . . . It does not attempt to instruct the specialist in his own field, but it is an invaluable guide to him in every other field . . . aims to be the most comprehensive, up-to-date and authoritative one-volume encyclopedia ever published for the daily use of men.

Editor Ansley, formerly Professor of English, University of Iowa, Director of New School for Social Research, and staff member of *Webster* and *Britannica*, conceived the idea and "sold" it to the Columbia University Press. He was assisted by many faculty members and by a capable editorial staff. For two years a card index of subjects was compiled. Four more years were devoted to classifying the subjects, assigning them to experts, and gathering the necessary material. The final writing of the articles required the next and last two years. Because of this cooperative effort, articles are unsigned.

Every field of knowledge is covered. Some idea of the distribution of articles is gained from the following publisher's statement:

Fine arts.....	2,400 articles
Literature .....	3,000 articles
Natural sciences .....	2,368 articles
Social sciences and Law.....	5,000 articles

The remaining 40,000 articles are devoted to biography, geography, mathematics, engineering, transportation, modern education, religion, sports, etc. Reference librarians will find the single alphabet and compact articles useful for fact-finding questions, and the *Columbia* is recommended for supplementary encyclopedia purchase.

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- ⑦ Lincoln library of essential information. . . Buffalo, N.Y., Frontier Pr., 1937. 2174p. \$15.50.
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A most useful and important one-volume encyclopedia at present, is the *Lincoln library of essential information*. One authority has declared it contains more information than many 10-volume encyclopedias, and reference librarians will tell you it is helpful behind the reference desk along with the *World almanac* when it comes to handling fact-finding questions. The *Lincoln library* is published by the Frontier Press of Buffalo, which was founded by H. J. Kinsella, an educational publisher and teacher from 1900 to the time of his death. The last imprint date is 1937, and apparently the work has been revised every two years since 1924. Among its contributors, Dean C. H. Judd has handled the section on education, and other authorities have contributed in other fields of knowledge, among them, W. W. Atwood, A. H. Shearer (of the Grosvenor Library) the late Henry Suzzallo, and Frank H. Vizetelly.

The ambitious purpose of the work is

. . . to embody in a single volume the largest amount of helpful information for the average reader that has ever been placed between two covers . . . to select, condense, arrange, and verify this material with a degree of thoroughness and accuracy much greater than has ever been attained in any work of similar scope.

The material is classified into 12 divisions as follows: (1) English language; (2) Literature; (3) History; (4) Geography; (5) Science; (6) Mathematics; (7) Economics and useful arts; (8) Government and politics; (9) Fine arts; (10) Education; (11) Biography. (12) Miscellany. Whatever ob-

jections may be raised to the logic or convenience of this classification can be met by citing the very full index at the end. It is this index which reference librarians use and find productive of results in many instances. "See" references, to a limited extent, are used, and there are bibliographies at the end of every section. The thumb index, and the index references to quarters of a page facilitate rapid use.

Although available in a two-volume edition at an additional cost, the encyclopedia's real distinction and value are in the handiness of the single, not too bulky, volume of 2,174 pages. There are included some photos, tables, and colored maps, but not very many as can be understood from the work's size. The distinctive features of the *Lincoln library* are its compactness, the classified arrangement with dictionary index, and the low cost. It might well be considered along with *Columbia* where the budget will not permit the purchase of a second, large encyclopedia. Choice between the two will largely depend on arrangement preference—index or cross reference.

## V. FOREIGN ENCYCLOPEDIAS

Two French and two German works are worthy of some consideration here although reference librarians generally indicate that even in American libraries where these sets are prominently displayed they are seldom used.

*Larousse du XX<sup>e</sup> siècle*<sup>12</sup> is an example of the short topic-cross reference type with a vengeance. In its six-volume, three-column page format are included no fewer than 235,640 articles, giving the whole work the appearance much more of a dictionary than of an encyclopedia. It is attractively illustrated both in black and white and in color. Full-page maps in black and white are an added feature. The small type and page make-up are somewhat like those in *Nelson's* although not as discouraging looking as the pages of Larousse's *Grand dictionnaire universel du XIX<sup>e</sup> siècle*.

The other French work, although perhaps important histori-

<sup>12</sup> *Larousse du XX<sup>e</sup> siècle en six volumes*, publié sous la direction de Paul Auge. Paris, Librairie Larousse, 1928-33. 6v. Fr.1200.

cally, is now out of date. *La grande encyclopédie* in the libraries where it can still be found is useful for French biography, history, and literature prior to this century.

Both of the German encyclopedias are of the short-topic variety. Indeed, *Brockhaus* has had a direct influence on both the *New international* and *Americana*, America's leading exponents of the short-topic pattern. The new *Brockhaus*<sup>12</sup> compares favorably in format with even the American school encyclopedias although it has not yet adopted the streamlined make-up which is increasingly appearing in the newer editions. The 21st volume issued in 1935 is a supplement. *Meyers konversations-lexikon*<sup>13</sup> is a little less attractive but otherwise very much like Brockhaus in pattern.

#### READINGS

- BISHOP, W. W. Encyclopedias, ancient and modern. Library Assistant. 1930. v.23, p.165-67, 188-94.
- FORD, COREY. Aa.-Argli. Scholastic. 1929. v.13, p.8.
- GRAHAM, BESSIE. Bookman's manual. N.Y., Bowker, 1935. Ch.3.
- KERR, GRACE. Subscription books. Library Journal. 1929. v.54, p.9-13.
- LONG, P. W. From A to Zyrian. Saturday Review of Literature. 1935. v.12, p.6-7.
- MUDGE, ISADORE G. Guide to reference books. 6th ed. Chicago, A.L.A., 1936. p.39-50.
- NEVINS, ALLAN. Hail Britannica. Saturday Review of Literature. 1929. v.6, p.227.
- PRATT, ADELENE J. Encyclopedias: how to use and evaluate them. Chicago, Compton, c1933. 69p.
- SHORES, LOUIS. The ideal encyclopedia. Wilson Bulletin. June, 1937. v.11, p.678-81.
- Know your encyclopedia. Chicago, F. E. Compton & Co., 1937. 48p.
- SUBSCRIPTION BOOKS BULLETIN. Jan., 1935. v.6, p.1-4.
- WELLS, H. G. The role of an encyclopedia in a progressive civilization. (*In his* Work, wealth and happiness of mankind. Garden City, N.Y., Doubleday, 1931. v.2, p.840-54.)
- WILLOUGHBY, E. E. Medieval encyclopedias. Library Review. 1928. v.1, p.343-45.
- WRIGHT, W. H. Misinforming a nation. N.Y., Viking Pr., 1917. 222p.
- WYER, J. I. Reference work. Chicago, A.L.A., 1930. p.19-22.

<sup>12</sup> *Der grosse Brockhaus; handbuch des wissens* in zwanzig banden, fünfzehnte, völlig neubearbeitete von Brockhaus Konversations-lexikon . . . Leipzig, Brockhaus, 1928-35. 21v. \$129.50.

<sup>13</sup> *Meyers konversation-lexikon*. 8 aufl., in völlig neuer bearbeitung und bebilderung . . . Leipzig, Bibliographisches institut ag., 1936- . v.1- . Price varies per v.



# Yearbooks

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## I. INTRODUCTION

### DEFINITION OF THE GROUP

In the normal procedure of reference, the dictionary will be consulted for the definition of a term, the encyclopedia for the history and discussion of the subject. From the very nature of an encyclopedia's construction, however, it is difficult to provide for current information without supplementary materials. Consequently, a smaller work, unencumbered with the responsibility for disseminating the body of knowledge cumulated through the centuries, is needed for current information, which succeeding editions of the encyclopedia may incorporate. To meet this need hundreds of annual fact books are published.<sup>1</sup>

They comprise the class of publications treated in every library as "continuations," that is, a class of serials issued, generally, not more frequently than once a year, and therefore not often enough to be classed with periodicals. Such a distinction is, of course, fairly arbitrary, and the next chapter will indicate the difference of opinion regarding the grouping of annuals under the general class of serials. For the present, it suffices to accept these annual, biennial, and less frequently published continuations as a separate class, distinguished by this common characteristic: they are publications issued less frequently than four times a year containing information contemporary with the imprint date about events, persons, places and things.

Four types of yearbooks are discerned. There are first of all,

<sup>1</sup> Cannons, H. G. T. *Classified guide to 1700 annuals . . . and yearbooks*. N.Y., Wilson, 1923. 196p. o.p.

the *encyclopedia supplements*, intended to keep the foundation work up to date. There is also the *almanac* type, in which almanac material is now subordinate. A third type may be designated *historical* or narrative, because books in this group record by words, more than by figures, the happenings of the past year. Finally, the *statistical* yearbooks are frequently the most useful for reference purposes. In citing these four subdivisions of the yearbook classification it is not implied that yearbooks can clearly be placed in one of these subdivisions. Rather, most yearbooks, although primarily one of these types, feature all four characteristics, or at least three of them.

Yearbooks in this section are treated under two heads: (1) encyclopedia supplements and (2) independents, or yearbooks not related to a foundation work. Representatives of these groups examined here are general reference books devoted to no one special field of human endeavor. This is true even of such titles as the *Statesman's yearbook*, which can be used in reference not only for information about governments of the world, but for general facts about religion, education, commerce, and all the other human activities which make up the life of the people of a nation.

## II. ENCYCLOPEDIA SUPPLEMENTS

Four of the five major encyclopedias depend on yearbooks as supplements. *Britannica* issues *Britannica book of the year* and *Americana*, *New international*, *World book* all publish supplementary annuals.

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- ① *Americana* annual, 1923- ; an encyclopedia of current events. Chicago, Americana Corp., 1923- . v.1- . \$8.
- 

The *Americana annual*, published by the Americana Corporation, covers the year preceding the title date. From the publishers' note of 1923, we get this purpose, ". . . to make it the best yearly encyclopedic survey published of the world's activities and progress." Each volume includes articles by authorities, biographies of currently prominent people, necrology, statistics, authen-

tic accounts of progress in nearly all fields of human endeavor.

The arrangement is alphabetical by subject with some, but probably not enough, cross references. Alphabiting is by *letter* in the yearbook although by word in the encyclopedia. A pre-publication offer of 25 per cent discount has been made to encyclopedia owners, and this makes the cloth edition available for \$6 a year.

The system of cumulative indexes to unrepeated articles relates the various annuals issued to date. For example, the 1938 *Annual* includes an index to the annuals 1933-37, which, with the index to the unrepeated articles of the issues from 1923 through 1932, included in the 1933 *Annual*, forms a complete index to the series.

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- ② Britannica book of the year; a record of the march of events of 1937- . Chicago, Encyclopaedia Britannica, c1938- . \$10.
- 

In the spring of 1938 appeared the newest of the major encyclopedia supplements with innovations which promise to revolutionize the yearbook industry. Its 767 pages are as alluring as the latest issue of *Life*. Full-bleed photos teeming with action, clear type, bold heads, immediately attract the reader. The trend toward readability begun in the fourteenth edition continues much stronger in the yearbook. Here at last an adult encyclopedia has stepped out with a really modern annual.

But not alone in format is the *Britannica book of the year* outstanding. In it as revealed by its index more current topics are treated than in any of the other annuals. Whether it be international relations or sports, industry or art, masculine or feminine interests, the editors have succeeded in presenting the facts with American journalistic vigor, although still with British spelling.

The index at the end of the yearbook is superior to that found in the *Encyclopaedia* because of type clarity and indentation. Except for the price, which is high for nonpurchasers of the latest

edition, *Britannica book of the year* looks like the best yearbook value.

The editor is Walter H. Yust, new editor of the *Encyclopaedia*, and the contributors include many famous names in all fields.

- ③ New international year book; a compendium of the world's progress for the year . . . 1907- . N.Y., Dodd, 1907-31; Funk, 1932- . \$6.25.

This is the oldest of the encyclopedia supplements. Like the *Encyclopedia* it was published by Dodd, Mead and company from 1907 to 1931. Since that time it has become a product of Funk & Wagnalls, and since 1933 (that is, for the year 1932) Frank H. Vizetelly, managing editor of the *New standard dictionary*, has been editor of the *Year book*. He is assisted by a staff of experts in various fields, for example, Milo B. Hillegas in education, and G. W. Allport in psychology. The *Year book's* purpose is included in its subtitle: "a compendium of the world's progress for the year. . . ."

The arrangement is alphabetical by small topics with a somewhat better system of cross references (e.g., No-draft ventilation, see Automobiles) than is found in the *Americana*, but a less referable scheme than is provided by the *Britannica's* index.

A comparison of the respective issues covering the year 1937, under the letter K, is included in the following summaries:

THE LETTER K IN 1938 YEARBOOKS

Yearbook	Total Entries	Per Cent of Entries in All 3	No. of Exclusive Entries	Per Cent of Exclusive Entries	Kinds of Exclusive Entries
Americana.....	23	20.72	8	13.11	{ 5 main 3 sec.
Britannica.....	54	48.65	37	60.66	{ 7 main 30 sec.
New international.....	34	30.63	16	26.23	{ 5 main 11 sec.



## THE LETTER K IN 1938 YEARBOOKS—EXCLUSIVE ENTRIES

*Americana*

1. Kavanagh
2. Kerah
3. Kerosene
4. Keyser
5. Khiva
6. Kindergarten Association, Inc.
7. Kingsley, Florence Morse
8. Kleber

*Britannica*

1. Kaiparoints
2. Kalat
3. Kangte
4. Karrer
5. Kaufman, George
6. Kaulbuch
7. Kellogg-Briand Pact
8. Kemsley, Lord
9. Kennaway, E. L.
10. Keil Canal
11. King, William Lyon MacKenzie
12. Kieselguhr
13. Kingsley Dam
14. Kipling, Rudyard
15. Klamath Project, California
16. Kling, Rudy A.
17. Knatchbull
18. Kneip
19. Knitwear
20. Knowles, A. W.
21. Kober, Arthur
22. Koc, Adam
23. Konoye, Fumimaro
24. Kodachrome
25. Koroseal
26. Kramar, Karel
27. Kresge Foundation
28. Krylenko, Nikolai Vasilevich
29. Kroll, Henry
30. Kuibyshev hydro-electric power
31. Kuomintang
32. Kusura, excavations at
33. Kut barrage
34. Kurantung army
35. Kysant, Owen Cosley Phillips
36. Kymograph
37. Kyrrillos, Abuna

*New International*

1. Kabardino
2. Kalmyk
3. Kansas, Univ. of
4. Kansas Wesleyan Univ.
5. Kara-Kalpak
6. Karelean Autonomous Republic
7. Karikal
8. Kedah
9. Keeling Island
10. Keewatin
11. Kentucky, Univ. of
12. Kenyon College
13. Kinetics
14. Kingman Reef
15. Klaipeda
16. Krasnoyarsk Territory

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- ④ World book encyclopedia annual for 1931- ; a review of the events of the year. Chicago, Quarrie, 1932- . paper \$1.
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Least expensive among encyclopedia supplements is the *World book annual*, which includes readable signed articles by specialists

and good reading lists for various subjects. It has fewer and briefer articles, generally, than the other yearbooks. The alphabetic arrangement and cross-reference pattern adopted by this yearbook resulted too often in burying specific information (e.g., in 1935 *Annual*, "Long, Huey P. see United States"). Since 1936, however, a cumulative index like that of *Americana* has been added. The plentiful illustrations and all-round attractiveness makes this a worth-while purchase, especially for school library reference.

### III. INDEPENDENTS

Because these yearbooks are not associated with encyclopedias, some background in addition to strictly contemporary information is furnished. The best of them are fully as indispensable for reference as the dictionary and encyclopedia. In the better annuals one will find a record of the year's events in chronological order, or classified by the divisions of human endeavor. One will be further impressed by the economy practiced in conveying this information. Journalistic style, statistical tables, and absence of illustrations contribute to that compactness which frequently makes the separate annual most economical.

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- ⑤ World almanac and book of facts, for 1868-. N.Y., New York World, 1868-1931; World-Telegram, 1932-. \$1; paper 70c.
- 

Of all yearbooks, the *World almanac* is the most reference book for the least money. The librarian who said, "Give me a dictionary and the *World almanac* and I'll answer 80 per cent of all the reference questions," was nearly right. This little volume which appears every year in February is unique and famous to an extent that no other reference tool is, notwithstanding certain annoyances incident to its publication. And what are some of these annoyances? Well, for one thing, the advertisements. Not so long ago, the representative of one of the three adult encyclopedias suggested the possibility of financing encyclopedias in the future through advertising and it took considerable persuasion to prevent him from putting his theory into practice at

once. Yet the fact remains, such a remarkable volume as the *World almanac* cannot be put out for 50 cents, in whatever quantity, and made to pay its way without the help of advertising. It is not the question of advertising so much as the kind of advertising which embarrasses. A recent letter from a school librarian contained the following:

Censoring books and becoming perturbed over the morals of humanity has never been my natural bent, but my attention has been called to the 'super-sexual,' very cheap type of advertisement, which is contained in the 1935 *World almanac*. I realize that, were it not for these 'ads,' we would not be able to have such a valuable and timely reference book as the *World almanac* for such a small sum, but since we do have it, and do want it, is there not some suggestion or recommendation (if not protest) that we, as librarians, can send to the *New York World-Telegram*? We, who know about these 'ads,' can cut them out, but it does weaken the binding, creates a very bad precedent, and hurts the 'librarian-soul' very much to so mutilate a book.

I am enclosing my evidence, for your waste basket, and protesting to you instead of direct to the publishers, because I truly believe it is a matter which you, as the President of the Nashville Library Club as well as Director of Peabody Library School, may wish to consider.

Accordingly the letter, with a request that the publishers see what they could do about it, was mailed to Robert Hunt Lyman, then editor, who referred the matter to the proper authorities. Shortly the assurance came back that in the future more care would be taken to restrict the type of advertisements accepted. Future issues of the *Almanac* will bear critical examination on this score.

For another annoyance, the arrangement of material is cited. No doubt at one time the order of subjects was logical enough, but with the shifting emphasis and the consequent scheme revisions occasioned by the disproportionate importance of certain phases in current history, the arrangement has ceased to be logical. Possibly no scheme would adequately cover the conglomerate mass of materials that constitutes the *World almanac*. At any rate, whatever weaknesses, the classification evidences are more than compensated for by the excellent dictionary index found in the *front* of the volume.

The *World almanac's* arrangement for any one year is likely to be very much as follows:

1. Index, exceedingly full, intelligently located, and generally the first place to go for information. The sandwiching of ads in between index pages, unfortunately does not contribute to speedy use
2. Late events that occurred during printing
3. Big problems of the year. Examples for any one year might include Prohibition, League of Nations, Congressional investigations
4. Finances and economics
5. Government
6. Labor
7. Stocks and bonds (Just why this should be separated from 4 is unclear.)
8. Astronomical data, including the calendar and truly almanac part
9. Record of the year, with dates of important events
10. The constitution (why separated from 5?)
11. Laws in brief, classified by subject, e.g., immigration, marriage and divorce, business, crime laws
12. Presidents, vice-presidents, speakers, supreme court justices
13. Population; vital statistics (a much-used section in reference work)
14. Financial statistics: life insurance, foreign exchange rates, national wealth
15. Industrial production: water power, strikes and lockouts (why not under 6?)
16. Trade and commerce: automobiles, railroads, wholesale and retail trade
17. Agriculture: price indexes; national parks
18. Education and religion: illiteracy, Pulitzer prizes, colleges
19. New York state statistics
20. New York city statistics
21. United States, descriptive: state names, mottoes, flowers, etc.
22. Foreign countries: British Empire, other countries
23. Famous people and notable events: rulers and popes, marine disasters
24. Sports
25. Election returns by states
26. Government roster
27. Aviation



The lack of relationship among many of the subjects is evident. Fortunately, efficient reference use disregards the arrangement and employs the index. The outline above has been given merely to illustrate the scope of the *World almanac*. Every subdivision suggests reference questions that are asked again and again in all types of libraries: In what states may first cousins marry? College colors of William and Mary? Representative from the seventh district in Texas? When was Dillinger captured? Who are some famous old people still alive? Highest and lowest altitude in U. S.?

So essential is the *World almanac* to all reference service that it heads the list of books for the reference librarian's own desk.

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- ⑥ Statesman's yearbook; statistical and historical annual of the states of the world for the year, 1864- . N.Y., Macmillan, 1864- . \$5.50.
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Next to the *World almanac*, the yearbook most frequently used, as indicated by reference librarians' checking, is the *Statesman's yearbook*. Its contents divide into three parts: (1) The British Empire: Reigning king and emperor; Great Britain and Northern Ireland; India, the Dominions, Colonies, Protectorates, and Dependencies arranged by continent on which located: Europe, Asia, Africa, America, Australasia and Oceania; (2) United States of America: as a whole; individual states alphabetically; outlying territories; (3) All other countries of the world in alphabetic order.

Introductory tables are international in scope and deal with world production of various metals and crops and with fleets, shipping, League of Nations, and International Labor Organization. These are followed by folded maps of territories whose boundaries have recently been affected by international events. There are two indexes, one in front to the introductory tables, and one in back to the contents of the volume other than the introductory tables or notes and corrections.

Under each country, the material is arranged about as follows: (1) Historical paragraph; (2) Constitution and government;

(3) Area and population; (4) Religion; (5) Education; (6) Finance; (7) Defence: (a) army, (b) navy; (8) Production and industry; (9) Commerce: shipping and navigation; (10) Banking, currency, credit; (11) Diplomatic representatives (always with Britain); (12) Books of reference.

How much better the *Statesman's yearbook* is on foreign countries than, for example, the *World almanac* is indicated by the following comparison of the materials on Bolivia:

<i>Statesman's yearbook</i>	<i>World Almanac</i>
Items on Bolivia not in rival book Total space: 7 pages	Items on Bolivia not in rival book Total space: 1 inch less than 1 column
<ol style="list-style-type: none"> <li>1. Constitution</li> <li>2. Executive department</li> <li>3. Legislative department, make-up, term of office, salary, sessions</li> <li>4. President's cabinet: make-up and duties</li> <li>5. Language</li> <li>6. Religion</li> <li>7. Population estimate (1932)</li> <li>8. Agricultural conditions</li> <li>9. Mining industry</li> <li>10. Principal export items</li> <li>11. Trade with United Kingdom</li> <li>12. Water navigation</li> <li>13. Post office and amount of mail handled</li> <li>14. Telegraph and telephone lines</li> <li>15. Kemmerer Mission, banking sys- tem</li> <li>16. Monetary system</li> <li>17. Metric system of weights</li> <li>18. Diplomatic and consular repre- sentatives—Great Britain</li> <li>19. Bibliography</li> </ol>	<ol style="list-style-type: none"> <li>1. Description of capital and Lake Titicaca</li> </ol>

Again, it must be made clear that this superiority is based on a comparison with the "foreign countries" section of the *World*

*almanac*. The *Statesman's yearbook* does not undertake to cover material in all fields and therefor is not a general yearbook, strictly speaking. It does, however, deal with so many activities in each of the countries that it deserves to be classed with general rather than with special reference books.

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- ⑦ The American yearbook, 1910-19; 1925- ; a record of events and progress. N.Y., Appleton, 1911-20; Macmillan, 1927-27; Garden City, N.Y., Doubleday, 1928; Amer. Yr. Book, 1929-36. Nelson, 1937- . \$7.50.
- 

The third of the three most popular reference yearbooks in American libraries which are published as separates is the *American yearbook*. It is, as its subtitle indicates, "a record of events and progress" for any one year, and its stated purpose is "to present a clearly focused picture of events and achievements in the United States and in the area of American influence."

Representatives of 45 learned societies constitute a supervisory board which guides the policies of the yearbook. The editor is William M. Schuyler and the general editor of the *American yearbook* is Albert Bushnell Hart, for years chairman of Harvard's History Department, and editor of the American Nation series. Among the 200 contributors listed in alphabetical order in the preliminary pages are outstanding authorities in every American activity field. Reorganization of the *American yearbook* in 1925 was made possible by the generous interest of the late Adolph S. Ochs, owner of the *New York Times*.

Material in the *American yearbook* is grouped in seven large heads, under which 27 subjects are treated, as follows:

1. Historical: American political history: International affairs affecting the United States
2. American government: National; State; Federal; Territorial
3. Governmental functions: Public finance and taxation; Public resources and utilities; Defense and armament
4. Economics and business: Business and finance; Agriculture and allied industries; Mineral industries; Manufactures and transportation

5. Social conditions and aims: Immigration and population; Social problems and conditions; Labor and labor legislation; Religion and religious organizations
6. Science, principles and application: Mathematics and astronomy; Engineering and construction; Geophysical sciences; Chemistry and physics; Biological sciences; Medical sciences; Philosophical and Social sciences
7. Humanities: Literature and language; The arts; Education

It can be seen from this outline that over half of the headings are devoted to the Social sciences, and consequently, while the *American yearbook* is here being presented as a general reference book, it should again be considered under the social sciences, natural sciences, fine arts. A detailed index completes the contents of the volume.

Innumerable popular reference questions can be answered by means of this annual: Outstanding movies of the past year? Outstanding first novels of the year? Significant improvements in auto design? Year's developments in education, chemistry, government?

#### OTHER YEARBOOKS

*Europa*,<sup>2</sup> which has undergone various changes in content and format, is at present a loose-leaf service consisting of an encyclopedia of Europe and an *European who's who*. The first volume includes a survey of the organization and activities of the League of Nations, Permanent Court, and over 150 international associations, as well as data on peace treaties, information on the individual countries, and a section on non-Europeans in Europe. The second volume is the *European who's who*.

*Whitaker's almanac*<sup>3</sup> does for the British Empire what the *World almanac* and, to some extent, the *American yearbook* do for the United States. The arrangement is much more nearly that of the *World almanac*, with the index located in front of the volume. However, the almanac plays a much more prominent

<sup>2</sup> *Europa, with which is incorporated the Europa year book*, ed. by Michael Farbmán. London, Europa Publications, Ltd., 1930-. 2v. £10 10s 0d.

<sup>3</sup> Whitaker, Joseph. *Almanack*; 1869-. London, Whitaker, 1869-. v.1-. 6s.



part in *Whitaker's* than in *Whitaker's* American counterpart.

Two editions are issued, one primarily for British consumption, and the other for the use of people abroad. The added materials in the "Complete Edition" provide a separate section each for India, Canada, Newfoundland, Australia, New Zealand, Union of South Africa, Colonies and protectorates, United States, Foreign countries, and the International Institute of Agriculture.

There are individual yearbooks for the larger units in the British Empire. For Canada, the *Canada yearbook*<sup>4</sup> is the "official statistical annual of the resources, history, institutions and social and economic conditions of the Dominion," issued by the Dominion Bureau of Statistics. An illustrated Handbook, less detailed but edited particularly from the standpoint of appealing to high school and college students, is also published.

Yearbooks for the various states of the world, which are most frequently used in libraries, are those for South America, China, Australia.

#### READINGS

MUDGE, ISADORE G. Guide to reference books. 6th ed. Chicago, A.L.A., 1936. p.42-43, 121.

SUBSCRIPTION BOOKS BULLETIN for reviews of individual titles.

WYER, J. I. Reference work. Chicago, A.L.A., 1930. p.28-29.

<sup>4</sup> *Canada yearbook*, 1905- . . . Ottawa, Bureau of Statistics, 1906- . \$1.50.

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# Handbooks

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## I. INTRODUCTION

There is a miscellaneous collection of fact books which the reference librarian finds indispensable for quick information. These may be grouped roughly by the types of questions they answer: (1) statistical, (2) practical, (3) legislative, (4) excerpt, and (5) miscellany.

## II. STATISTICAL HANDBOOKS

A brief course in statistics will prove useful to the reference worker. This should include instruction in the interpretation of frequency tables, graphs, averages, deviations, correlations, etc. At the end of this chapter are listed some introductory texts that do not presuppose a background of higher mathematics.

The general statistical handbooks to be mastered are mentioned below. Three are basic for statistical questions; two will prove useful at odd times.

For historical statistics, Mulhall's *Dictionary of statistics*<sup>1</sup> and Webb's *New dictionary of statistics*<sup>2</sup> have been old standards. The former presents alphabetically statistics from the time of Emperor Diocletian to 1890, and in a second part statistics for the period 1890-98. An index to both parts makes specific figures fairly accessible. Webb's work supplements *Mulhall*, 1899-1909, and is generally considered a solidier source because authorities are cited for all statistics.

<sup>1</sup> Mulhall, M. G. *Dictionary of statistics*. 4th ed. rev. N.Y., Dutton, 1903. 853p. o.p.

<sup>2</sup> Webb, A. D. *New dictionary of statistics*. N.Y., Dutton, 1911. 682p. \$12.50.

For current statistics, the *World almanac* (IV-5), *Statesman's yearbook* (IV-6), and *American yearbook* (IV-7) as well as the other yearbooks, should be considered early. Any almanac type of yearbook, such as *Whitaker's* or the *Canada yearbook*, are possible sources for answers to statistical questions. In addition, the following government publications need to be mastered carefully:

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- ① U.S. Census Bureau. Fifteenth census of the United States: 1930. Washington, Govt. Print. Off., 1931-34. 32v. \$27.25.
- 

The Decennial census is provided for in the United States Constitution as a means of apportioning representation in Congress. In 1790 the first census was taken by 17 marshals and 200 assistants who traveled from house to house on horseback carrying inkhorns and quill pens in their saddle bags. This first census, and indeed all the censuses to 1850 were taken without the system and uniformity which have increasingly characterized census taking since then.

Today the census is much more than merely counting heads. It includes, in addition to statistics on populations, those on agriculture, manufacture, occupations and unemployment, and other figures, which taken together will give a picture of the country in terms of number.

The *Fifteenth census* of 1930 comprises the following publications:

I. Population

- v.1—Number and distribution of inhabitants
- v.2—General report—statistics by subjects
- v.3—Reports by states: pt.1, Ala.-Mo.; pt.2, Mont.-Wyo.
- v.4—Occupations by state
- v.5—General report on occupations
- v.6—Families
- Metropolitan districts

II. Unemployment

- v.1—Return by classes for states, counties, cities
- v.2—General report

## III. Agriculture

- v.1—Acreage and values by civil divisions
- v.2—U.S., state and county reports and summaries
- v.3—Type of farm
- v.4—General report—statistics by subject
  - Horticulture (1v.)
  - Irrigation of agricultural lands (1v.)
  - Drainage of agricultural lands (1v.)

## IV. Manufactures

- v.1—General report—statistics by subjects
- v.2—Reports by industries
- v.3—Reports by states

(The census of manufactures also appears biennially)

## Mines and Quarries

## V. Distribution

- v.1—Retail
- v.2—Wholesale
- v.3—Special trade reports
  - Construction industry (1v.)
  - Distribution of sales of manufacturing plants
  - Miscellaneous reports
  - Hotels
  - Products of manufacturing industries
  - Retail chains
  - Sales of manufacturing plants

## VI. Outlying territories and possessions

## VII. Abstract of the fifteenth census

The summary for each of these sections can generally be found on the verso of the title page in any volume. A summary of the contents of each volume is in the front, but a detailed table of contents precedes each chapter. The introduction of each volume discusses the methods of census taking, defines terms employed, examines various interpretations, and describes charts, maps and diagrams included.

The contents of the *Abstract of the fifteenth census* are organized into 13 parts comparable to the divisions of the complete census. Preceding these 13 parts are a map showing the geographic divisions of the United States, a general introduction,



another map showing centers of population from 1790 to 1930. This last contains the answer to a frequently asked reference question in public libraries.

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- ② U.S. Census Bureau. Abstract of the fifteenth census of the United States: 1930. Washington, Govt. Print. Off., 1933. 968p. \$1.50.
- 

The 13 parts in the abstract proper indicate scope:

1. *Population*: (General) including total; color, nativity, sex; language, citizenship, age, marital condition, school attendance, illiteracy
2. *Occupations*: Sex, occupation, color, nativity, age, of all gainful workers, and marital condition of occupied women
3. *Families*: In country as a whole and in states, cities, etc.
4. *Unemployment*: By classes, sex, age, geographical divisions
5. *Agriculture*: Farm owners, property, products, by geographical division
6. *Irrigation and drainage*: Area irrigated, number of farms; land and invested capital in drainage
7. *Manufactures (1929)*: Kinds, costs, production volume, persons engaged in
8. *Mines and quarries (1929)*
9. *Retail distribution (1929)*: Kinds of stores
10. *Wholesale distribution (1929)*: Kinds of businesses
11. *Construction (1929)*: Cost of materials; numbers of persons engaged
12. *Hotels (1929)*: Number
13. *Outlying territories and possessions*: Each of above twelve classes of data given

Compare the above divisions with the outline for the complete census.

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- ③ U.S. Foreign and Domestic Commerce Bureau. Statistical abstract of the United States, 1878- . Washington, Govt. Print. Off., 1879- . \$1.50.
- 

This must be clearly distinguished from the *Census abstract*. The latter is published once every 10 years; the *Statistical*

*Abstract* is issued annually. It is the purpose of the former to digest data in the decennial census. The *Statistical abstract* is an annual "summary of authoritative statistics showing the trends in trade and industry as well as social progress and is a convenient reference work for business men, economists, statisticians and students." It "represents a digest of data collected by all statistical agencies of the national government, as well as those of a considerable number of private agencies and several states."

The 33 divisions of the *Statistical abstract* present 857 tables of essential figures on area and population; vital statistics; education; finances, both private and government; wages, agricultural products; manufactures, etc. Generally these statistics are comparative for several years and in some instances the tables go back as far as 1790.

Comparable statistical publications are also issued by foreign governments. (See *Mudge*, p.121-29.)

### III. PRACTICAL HANDBOOKS

These may be placed with the study of applied science or useful arts but their use is so general outside of these fields that they are here treated as a separate subdivision. For the most part they are concerned with answering "how to do" questions.

Most frequently used are those handbooks dealing with household problems—recipes, form, correspondence—with forensics and parliamentary procedure, and with secretarial usage.

- 
- ④ Hiscox, G. D. Henley's twentieth century book of formulas, processes and trade secrets . . . containing 10,000 selected household, workshop and scientific formulas, trade secrets, chemical recipes, processes and money saving ideas for both the amateur and professional worker. Rev. and enl. by Prof. T. O'Connor Sloane . . . N.Y., Henley, 1937. 833p. \$4.
- 

Arranged alphabetically by large topics with cross references and a detailed subject index, this indispensable tool provides quick answers on such daily needs as adhesives, alloys, antidotes, antiseptics, beverages, cements, cheese, cosmetics, dyes, hair

preparations, inks, soaps, steel, wood, yeast and many other products which can be prepared in the home. A frequent practical question on how to remove a stain from clothing or chewing gum from a carpet is easily answered with *Henley*.

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- ⑤ Post, Mrs. Emily P. *Etiquette; the blue book of social usage* . . . N.Y., Funk, 1937. 877p. \$4.
- 

This is still the standard although a number of excellent handbooks are now beginning to crowd *Emily Post*.

Especially for high school reference work there are several good etiquette books that may be used. *Emily Post*, however, provides an authority that has been considered the "last word."

Cookbooks must also be included in this class of handbooks, as well as other books dealing with form, but these are considered in the section on Home Economics.

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- ⑥ Taintor, Sarah A. and Monro, Kate M. *The secretary's handbook; a manual of correct usage*. 5th ed. completely rev. and enl. N.Y., Macmillan, 1937. 512p. \$2.50.
- 

Intended primarily for secretaries whose duties include writing of letters and other business forms this little volume presents first a set of compact rules and second a collection of letters and business forms illustrating correct usage. Some of the special sections deal with "framing of constitutions," "writing of reports," "compiling of bibliographies." Another such book is Lois Hutchinson's *Standard handbook for secretaries*.<sup>3</sup>

For parliamentary procedure, the following title is still a basic one:

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- ⑦ Robert, H. M. *Robert's rules of order*, rev. for deliberative assemblies . . . Chicago, Scott, Foresman, c1921. 323p. \$1.50.
- 

<sup>3</sup> Hutchinson, Lois. *Standard handbook for secretaries*. N.Y., McGraw, 1936. 616p. \$3.50.

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IV. LEGISLATIVE HANDBOOKS

In the broadest sense this group includes not only the state "blue" or "red" books, but all compact guides to governments or governmental agencies and persons as well as compilations or codes of laws assembled for ready reference.

At the beginning of the list, because it treats of all governments, is the *Statesman's yearbook*, followed by the various continental and national handbooks. For the United States federal and state governments the *Congressional directory* and one state manual have been selected.

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- ⑧ U.S. Congress. Official Congressional directory for the use of the United States Congress, 1809- . Washington, Govt. Print. Off., 1809- . \$1 per v.
- 

This is a guide to official Washington. In it are (1) A biographical sketch of the vice-president; (2) Biographical sketches of Congressmen by state, with the Senators first and the Representatives next under each state, individuals being arranged in order of seniority; (3) State delegations, by states, with Democrats in roman, Republicans in italics, and Farmer-Laborites in small caps; (4) Alphabetical list of Senators, Representatives, delegates and resident commissioners, showing state, district, city and political alignment of each; (5) Terms of service, including Senators grouped by term expiration dates, and the number of years each senator and representative has served; (6) Committees, including Senate, House and Joint commissions; (7) Statistical information: sessions of Congress, special sessions, apportionment, votes cast for incumbents; (8) The capitol: a directory of official Washington, with diagrams of the capitol building, rooms and telephone numbers; (9) Executive, a directory including the president and personal staff, cabinet, 10 executive departments and independent establishments; (10) Judiciary; (11) District of Columbia, origin and form of government; (12) Official duties of officers of the 10 executive departments and of miscellaneous officers; (13) Foreign diplomatic and con-



sular officers in the United States; (14) Foreign service of the United States; (15) Press galleries, rules governing, and members of the press entitled to admission; newspapers represented; (16) Maps of Congressional districts; (17) Congressmen's home and Washington addresses; (18) Individual index.

The state manual selected may be considered fairly representative. Many states have publications comparable to the *Blue book of the State of Illinois*.<sup>4</sup> An examination of the Illinois publication, as an example, reveals the following contents: (1) Preface, dealing with the origin and development of the *Blue book*; (2) History of the state, with charts showing chronologically the various owners, occupants or claimants of the state; (3) State constitution, amendments, etc.; (4) Governors—biographical sketches; (5) Portraits of federal and state executive officers; (6) State officers and Supreme Court justices—biographies and portraits; (7) Organization and functions of state government; (8) Courts of the state; (9) National guard and naval militia; (10) Illinois members of Congress; (11) Assembly officers and committees; (12) Assembly members; (13) Obituaries; (14) Synopsis of bills passed; (15) Reviews and reports of the various divisions of work; (16) Counties and county officers; (17) Incorporated cities and villages; (18) Statistical information; (19) Officers of political parties, election calendar and figures; (20) Governors and capitals of other states.

Individual state manuals will, of course, vary in details, but approximately the same type of information will be found in each for the respective state.

## V. EXCERPT HANDBOOKS

These are variously referred to as compilations or collections. They include volumes of excerpts from documents, laws, literature, and some times take the form of texts known as "Readings." Their serviceability is in their compactness; their value is in their selection. Specific examples are, for historical documents, MacDonald's *Documentary source book of American his-*

<sup>4</sup> Illinois. Secretary of State. *Blue book of the state of Illinois*. Springfield, 1903-.

tory, for laws, the *U.S. code*, for literature, any good anthology like the Stevenson *Home book of verse* or any collection of quotations. The one example here presented is general enough to deserve treatment with no special subject:

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- ⑨ Reference shelf; reprints of selected articles, briefs, bibliographies, debates, study outlines of timely topics. N.Y., Wilson, 1922/23-. v.1- . \$6 per v.
- 

Each issue in this series is devoted to one debatable question such as immigration, disarmament, prison reform, League of Nations, arbitration, tariff, Supreme Court. Briefs, bibliographies and excerpts on the questions as a whole, as well as on each side, are provided. Prior to 1937, the publishers also issued a *Handbook series*, but this has now been superseded by the *Reference shelf*. There are available also annual selections of intercollegiate debates reported verbatim.<sup>5, 6</sup>

## VI. MISCELLANY HANDBOOKS

Handbooks of miscellany frequently provide the only answers to out-of-the-way questions. They are made of the stuff that goes into a Ripley "Believe it or not" department and are assembled as much for entertainment as for information. A number of these handbooks should be found in any good reference collection. Here only a few are suggested.

A fairly recent one that has been found useful in newspaper libraries is Blair Tavenner's *Brief facts*,<sup>7</sup> "a concise handbook of useful information." An alphabetic table of contents on the inside cover of the book reveals classes of data in frequent demand: abbreviations, animals, art masterpieces, athletic records, battles, Bible characters, books of first rank, etc.

<sup>5</sup> *University debaters annual; constructive and rebuttal speeches delivered in debates in American colleges and universities during the college year 1914/15-*. N.Y., Wilson, 1915-. \$2.25.

<sup>6</sup> *Intercollegiate debates, the yearbook of college debating*; ed. by Paul Martin Pearson and Egbert Ray Nichols. N.Y., Noble, c1909-. v.1-. \$2.50.

<sup>7</sup> Tavenner, Blair. *Brief facts* . . . N.Y., Putnam, 1936. 354p. \$2.50.

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More restricted in purpose is the following title:

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- ⑩ Kane, Joseph. Famous first facts; a record of first happenings, discoveries and inventions in the U.S. N.Y., Wilson, 1933. 757p. \$3.50.  
 ——More first facts . . . N.Y., Wilson, 1935. 599p. \$2.75.
- 

Under "airplane" I can find here the first airplane built or flown in this country, under "steamship" the first to sail in or from this country. Reference librarians know that this type of question is more than occasional.

Another handbook of miscellany with a historical flavor is:

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- ⑪ Shankle, G. E. State names, flags, seals, songs, birds, flowers and other symbols . . . N. Y., Wilson, 1934. 512p. \$3.50.
- 

It answers the questions: "What is Ohio's state flower?" "Which is the 'volunteer' state?"

Then there is the class of miscellany handbooks with a literary leaning. This group is illustrated by Walsh's *Handy book of curious information*<sup>8</sup> and especially by those titles dealing with anniversaries and holidays. Of these latter the old standby has been Chambers' *Book of days*.<sup>9</sup>

But this has been replaced somewhat by two newer and different works. One, more usable because organized from a librarian's standpoint is:

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- ⑫ Hazeltine, Mary E. Anniversaries and holidays, a calendar of days and how to observe them. Chicago, A.L.A., 1928. 288p. \$6.
- 

It is based on materials which originally appeared in the *Wisconsin Library Bulletin*. Its purpose is briefly stated as to present

<sup>8</sup> Walsh, W. S. *Handy book of curious information; comprising strange happenings in the life of man and animals, odd statistics, extraordinary phenomena and out-of-the-way facts*. Philadelphia, Lippincott, 1913. 942p. \$3.50.

<sup>9</sup> Chambers, Robert. *Book of days; a miscellany of popular antiquities in connection with the calendar*. Philadelphia, Lippincott, 1914. 2v. \$10.

"in calendar order, holidays." A very useful flyleaf carries clear instructions for the use of this tool. There is a good discussion of the origin and history of holidays, followed by these divisions: (1) calendar; (2) books about holidays, special days and seasons; (3) books about persons referred to in the calendar; (4) program making, clippings, pamphlets, pictures; (5) special calendars; (6) classified index; (7) general index. Kincaid's daily column in many newspapers, "*Today is the day*," will also prove helpful.

The other is more recent and won the distinction of being the "second most outstanding reference book published during 1937:"<sup>10</sup>

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- ⑬ Douglas, G. W. The American book of days; a compendium of information about holidays, festivals, notable anniversaries and Christian and Jewish holy days with notes on other American anniversaries worthy of remembrance. N.Y., Wilson, 1937. 666p. \$3.75.
- 

Its scope is indicated in the title.

#### READINGS

- ALEXANDER, CARTER. Locating educational information and data . . . N.Y., Teachers College, Columbia Univ. Pr., 1936. p.171-263.
- JEROME, HARRY. The librarian and statistical research. Special Libraries. March, 1925. v.16, p.83-84.
- MODLEY, RUDOLF. How to use pictorial statistics. N.Y., Harper, 1937. 170p.
- MORLEY, LINDA H. Statistical reference work. Special Libraries. Feb.-Mar., 1936. v.27, p.35-38, 72-75.
- MUDGE, ISADORE G. Guide to reference books. 6th ed. Chicago, A.L.A., 1936. p.120-29.
- THURSTONE, L. L. The fundamentals of statistics. N.Y., Macmillan, 1930. 237p.

<sup>10</sup> *Wilson Bulletin*. June, 1938. v.12, p.657-58.



# Directories

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## I. INTRODUCTION

Directories are pure reference books if those of any class are. Almost never are they read through from cover to cover; nearly always they are referred to for specific information. A directory is a book or list of names of persons, organizations or places. Almost every geographical division, professional, business, trade or common-interest group has a directory.

How important directories are in reference work can be learned from the examination of some questions taken from the monthly note issued by the Newark Public Library's business branch, reprinted by Dr. Wyer<sup>1</sup> and presented here as reference situations:

1. Obvious use: address of a particular person in a certain city can be found
2. Mail order firm wishes to obtain, for advertising purposes, names and addresses of dentists, plumbers or steamfitters in cities of a certain size.
3. An insurance company cannot determine whether a street address is Grove or Grand.
4. Mr. Jones dies without leaving a will; his sister, a Mrs. Hague, is supposed to live in Pittsburgh.
5. To bring suit, a lawyer needs to know the names of Jones & Smith's partners in Fresno.
6. Names of city, county, state and federal officials in a certain city may be desired.
7. Manufacturer's name is sought, when product is known only under trade name; a part must be replaced, the manufacturer of which is unknown.

<sup>1</sup>Wyer, J. I. *Reference work*. Chicago, A.L.A., 1930. p.31.

8. Research student and statistician wish to learn subdivision and ramifications of an industry.
9. Purchasing agent is looking for new sources of supply.
10. Sales manager is looking for new customers.

Of course, most of the above situations deal with special directories which will be examined in their subject relations. A number of these problems, however, can be solved by use of such general directories as are described in this chapter. After reading the following discussion, determine just how many of the questions based on the above 10 situations can be answered with the directories studied here. Three kinds of general directories are included in this section: directories of persons, organizations and places.

## II. BIOGRAPHICAL DICTIONARIES

Directories of persons have come to be known as "biographical dictionaries," and they range from inclusiveness in a city directory to exclusiveness in a social register. Directories of persons classify readily by geographical divisions and by class interests. Directories limited to class interests are considered special reference tools to be examined in connection with the various subjects. Directories which disregard class interests and include all persons in a region or all famous persons are here considered.

Directories of persons may be classified as follows:

1. Regional. City directories and telephone directories are examples of these. For inclusion in the first, residence is the only requirement; for inclusion in the second, telephone rental is a prerequisite. Information gathered for the census, if brought together, would furnish a national directory of the 130,000,000 people in this country.
2. Occupational. Every profession, many trades, and some businesses issue directories of participating individuals. The various "who's whos" for lawyers, farmers, teachers, etc., are examples.
3. Social. Directories of socially prominent people are known as social registers. The famous "four hundred" comprise a socially exclusive directory.

4. Organizational. Directories for various organizations and institutions can be illustrated by college alumni registers, and by association handbooks which include lists of members.
5. Notables. Directories of notables are called biographical dictionaries and almost always contain life histories as well as listings. There are two classes of biographical dictionaries—retrospective, listing notables now dead—and current, listing notables now living. In sequence there will be presented six basic and several supplementary biographical tools. It is well to remember that encyclopedias, yearbooks and periodicals are excellent sources for biographical information.

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① Thomas, Joseph. Universal pronouncing dictionary of biography and mythology. Philadelphia, Lippincott, 1930. 2550p. \$12.

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Known to older librarians simply as *Lippincott's*, *Thomas'* is a basic tool. Its scope is comprehensive, including not only the famous names in the history of all peoples and periods, but mythological characters. The articles are principally of the identifying variety, brief and factual. Two appendixes provide a vocabulary of Christian (first) names with foreign language equivalents and pronunciations, and a list of disputed pronunciations.

The 11th volume of the old *Century dictionary* (see Chapter 2) is a "cyclopedia of names" which has long been compared with *Thomas'* but which is gradually disappearing from the reference librarian's repertoire because of unavailability. Important biographical entries are also to be found in the two unabridged dictionaries of which *Webster's*, it will be recalled, provides a separate list and *Funk & Wagnalls'* includes proper nouns in the regular dictionary vocabulary.

The two great national biographical dictionaries of England and the United States will supply the basic background material for most reference work in biography requiring information beyond that found in the general encyclopedias.

Of the two, the English work, endearingly cited by librarians as the *D.N.B.* is the older and the more famous.

It was begun in 1882 by George M. Smith of the publishing firm, Smith, Elder & company. Leslie Stephen was appointed editor, and Sidney Lee assistant editor the following year. After careful selection, a list of names in "A" was compiled and writers qualified to write about them were advertised for. The same procedure was followed throughout, the first volume appearing in 1885, and succeeding volumes quarterly thereafter until the 66 volumes covering the alphabet were completed in 1900. In 1901, a supplement was issued to include the famous men who had died in the interim or who had been overlooked in the first selection.

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- ② Dictionary of national biography, ed. by Leslie Stephen and Sidney Lee. N.Y., Oxford Univ. Pr., 1921-22. 22v. (V.22 is first supplement of additional names to 1901.) \$140.
- 2d supplement, 22 Jan. 1901-31st Dec. 1911. N.Y., Oxford Univ. Pr., 1912. 3v. \$7.
- 3d supplement, 1912-1921. N.Y., Oxford Univ. Pr., 1927. 623p. \$7.
- 4th supplement, 1922-1930. N.Y., Oxford Univ. Pr., 1937. 962p. \$6.25.
- Concise dictionary from the beginnings to 1921; being an epitome of the main work and its supplements; to which is added an epitome of the twentieth century volumes covering 1901-1921. Oxford Univ. Pr., 1930. 1456, 142p. \$7.
- 

The whole work contains 29,120 individuals "of British or Irish race who have achieved any reasonable measure of distinction in any walk of life; every endeavour has been made to accord admission to every statesman, lawyer, divine, painter, author, inventor, actor, physician, surgeon, man of science, traveller, musician, soldier, sailor, bibliographer, book collector, and printer whose career presents any feature which justified its preservation from oblivion." So generous has been this selection that sportsmen, criminals, and early settlers in America have also been included when individuals in these classes were worthy of inclusion.



Commenting on this problem of selecting biographies for inclusion, Sir Sidney Lee wrote:

Actions, however beneficent or honourable, which are accomplished or are capable of accomplishment by many thousands of persons are actions of mediocrity, and lack the dimension which justifies the biographer's notice. The fact that a man is a devoted husband and father, an efficient school master, an exemplary parish priest, gives him in itself no claim to biographical commemoration.

Statistics concerning the distribution of biographies contribute many interesting facts. For example, the 16th century appears to have had more great men in proportion to the total population than any other, although as would be expected, the 19th century contributes the greatest number of names. The longest single article in the *D.N.B.* is that on Shakespeare, which covers 49 pages. Other long articles are:

Duke of Wellington—34 pages  
Francis Bacon—32 pages

Oliver Cromwell—32 pages  
Queen Elizabeth—28 pages

As previously indicated, the original edition of the *D.N.B.* comprised 66 volumes. Later the whole work was reissued in 22 volumes, the 22d volume being the supplement of persons who had been omitted in the first selection either because they were still alive at that time, or because their importance had been originally underestimated. The second supplement in three volumes added 1,660 articles about individuals who had died up to January 1, 1912, and the third supplement covered the period between 1912 and 1921. A fourth supplement, 1922-1930, has just been issued.

The *D.N.B.* proper is therefore arranged in five alphabets:

1. *D.N.B.* as originally issued from 1885-1900
2. Supplement covering additions from 1885-1900, and a few overlooked persons
3. The 20th century *D.N.B.*, 1901-11
4. The 20th century *D.N.B.*, 1912-21
5. The 20th century *D.N.B.*, 1922-30

An epitome volume listing all the persons included in the foundation work and its supplements, but with the articles reduced to one fourteenth of the original length, is available for small libraries and for quick reference, providing a biographical dictionary.

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- ③ Dictionary of American biography, under the auspices of the American Council of Learned Societies; ed. by Allen Johnson and Dumas Malone. N.Y., Scribner, 1928-37. 20v. and index. \$250.
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Lack of a national biographical dictionary comparable to the *D.N.B.* led the American Council of Learned Societies (Chapter 8) to appoint a committee to consider the possibility of such a project. The committee reported the undertaking would require a half million dollars. Various plans to defray the expenses were then considered and dismissed one by one. Finally, the committee submitted the plan to the late Adolph S. Ochs, publisher of the *New York Times* who generously agreed to supply the required sum. An agreement between the American Council of Learned Societies and the *New York Times* was then effected which placed the entire project in the hands of a committee of management composed of four members appointed by the Council, two appointed by the *Times*, and an editor-in-chief elected by the six.

The title-page verso of each volume bears the following statement:

Prompted solely by a desire for public service the New York Times Company and its President, Mr. Adolph S. Ochs, have made possible the preparation of the manuscript of the Dictionary of American Biography through a subvention of more than \$500,000 and with the understanding that the entire responsibility for the contents of the volumes rests with the American Council of Learned Societies.

The selection of names for inclusion was begun by examining earlier works of reference, lists of occupations, trades and professions, necrologies, and a tentative roll for volume one was

circulated three months prior to publication. In general, only those "who had made some significant contribution to American life in its manifold aspects" were included. Three general restrictions were imposed on biographies:

Contributors were urged to write fresh sketches based on source materials wherever possible. In the articles, ancestry,

1. No living persons
2. No persons who had not lived in the territory now known as the United States
3. No British officer serving in America after the Colonies had declared their independence

parentage, childhood experiences, educational advantages, physical and social environment were stressed. All together the American Council succeeded in preparing a work which will compare favorably with its British counterpart and fill a long-felt reference need. As in the *D.N.B.*, articles are arranged alphabetically by names of biographees.

There are comparable biographical undertakings in foreign countries, of which two in French might be mentioned. Michaud's *Biographie universelle* is more than a national biography, as its title indicates. The new *Dictionnaire de biographie française* promises to be more extensive than either its English or American counterpart.

Contemporary biography is provided most compactly by the so-called "who's who" type of reference book, which presents in outline form the chief facts in the lives of notable living persons. As a current supplement to the *D.N.B.*, therefore, the best tool is:

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- ④ Who's who, 1848- , an annual biographical dictionary, with which is incorporated Men and women of the time. London, Black; N.Y., Macmillan, 1848- . \$15.
- 

Although primarily an alphabetical biographical directory of British living notables, a number of internationally famous names are included. For example, three members of the American

Roosevelt family—Franklin Delano, Kermit and Theodore—are included in the current annual. Other non-British notables to be found in *Who's who* are Mussolini, Hitler and Stalin.

The content order of a *Who's who* volume is approximately: (1) A list of abbreviations, (2) Obituary, (3) The royal family, with portraits, all in the preliminary pages sandwiched in among the advertisements; (4) Biographies, in alphabetical order. Each biographical sketch contains full name, degrees and honors, present position, birth, parents' names, education, publications, present address.

- 
- ⑤ *Who's who in America*; a biographical dictionary of notable living men and women of the United States 1899/1900-; . . . rev. and reissued biennially. Chicago, Marquis, 1900- . \$8.85.
- 

One out of every four thousand citizens of the United States will be found here. The basis for inclusion rests on one of two qualifications: special prominence in creditable lines of effort and official position. The order of contents is approximately: (1) Preface, a readable history of this excellent reference book's development; (2) Definition of qualifications for admission; (3) List of abbreviations; (4) Birth and residence statistics, answering such questions as "How many people born in Tennessee are included?" (5) Educational and sociological statistics, answering such questions as "How many doctors of philosophy are included? What percentage of total are college graduates? What occupational group contributes the most?" (6) Geographical index, answering such questions as "What Nashvillians are in *Who's who in America*?" (7) Necrology; deaths reported during printing; (8) Addenda; information received too late for inclusion; (9) Biographical sketches in alphabetical order; (10) *Who's who in America* and the school; suggestions for classroom use.

To prevent confusion, the American directory should never be cited as just *Who's who*. *Who's who in America* differs from *Who's who* in several ways—scope, frequency of publication,



special features. The American directory is published every other year.

Combining the features of a retrospective and a current biographical dictionary, the *National cyclopaedia of American biog-*

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- ⑥ National cyclopaedia of American biography. N.Y., White, 1892-1938. v.1-26. \$15 per v.  
 ——— Current volumes. N.Y., White, 1930-1938. 4v. \$15 per v.  
 ——— Indexes. N.Y., White, 1935- . \$15.  
 ——— Conspectus . . . N.Y., White, 1937. 455p. \$15.
- 

*raphy* provides the most comprehensive list of American living and dead notables available in any one source. It differs from the *D.A.B.* in that it emphasizes information rather than interpretation. It differs from *Who's who in America* by offering longer biographical sketches. Librarians have failed to use it as much as they should because of the complexity of its organization. The *National cyclopaedia* consists of these parts:

- Dead notables (at this writing 26 volumes), arranged somewhat chronologically
- Living notables (at this writing 4 volumes), also arranged somewhat chronologically
- Index in three parts: (1) to dead notables in v.1-23; (2) to dead notables since v.23, cumulative and eventually incorporated in part 1; (3) to living notables
- Conspectus: chronological and classified lists of the "men and women who have made America great."

A distinctive feature of this work is the amount of private correspondence upon which so much of the biographical information is based. Of great reference value is the Subject index by means of which the history of an industry or movement can be traced. The work was founded a half century ago by James Terry White in whose memory an award for distinguished library service has just been established.

There are "who's whos" for nearly every nation in the world.

*Who's who in Canada*<sup>2</sup> provides in addition to sketches, photographs of the notables included. It also lists famous living persons in all other British possessions of the western hemisphere. France's contemporary biographical dictionary is called *Qui êtes-vous?*<sup>3</sup> and Germany's is called *Wer ist's?*<sup>4</sup> *International who's who*<sup>5</sup> supplements national biographical dictionaries with information on numerous notables from various nations.

### III. DIRECTORIES OF ORGANIZATIONS

Lists of organizations, associations and institutions are usually related to one field or subject. Directories of welfare agencies, trade unions, colleges and universities, museums, libraries, philanthropic foundations, government agencies, corporations, industries, etc., illustrate this type of directory. The classified section of any city or telephone directory is a directory of organizations.

In some cases directories of organizations can be classified by geographical location. Most directories, however, will relate to a specific subject, for example, directories of schools, colleges and universities to education; of manufacturers to industry; of wholesalers and retailers to business; of hospitals to medicine; of theaters to drama; and of trade unions to labor.

In this section two general organization directories will be cited—directories which relate to so many fields of human activity that it seems better to treat each title as an example of the general class.

Typical of this group are city and telephone directories. Many cities in the past few years have been unable to finance the publication of a new directory. As a result, in many cases the newest issue dates back to 1929. However, as conditions im-

<sup>2</sup> *Who's who in Canada, including the British possessions in the western hemisphere*, 1909/10- . *An illustrated biographical record of men and women of the time*. Toronto, Int. Pr., Ltd., 1910- . \$10.

<sup>3</sup> *Qui êtes-vous? Annuaire des contemporaines, notices biographiques*, 1924. Paris, Ruffy, 1924. Fr.40.

<sup>4</sup> *Wer ist's? Biographien von rund 18,000 lebenden zeitgenossen* . . . Berlin, Degener, 1935. 1833p. \$11.88.

<sup>5</sup> *International who's who*, 1938. London, Europa Publications, Ltd., 1937. 1237p. 63s.

prove more cities are undertaking revisions financed through subscriptions and advertisements.

Of reference concern is the fact that city directories are valuable not alone for the names and addresses of residents, but for local information. The typical city directory includes preliminary material about the history of the community, and features facts intended to show the advantages of a particular locality. Population figures, sights of interest, transportation and communication, industries, education, amusements, churches and organizations are described and located. Following the alphabetical listing of residents, there is frequently a classified directory of businesses and professions.

Though the city directory has appeared infrequently of late, the telephone directory continues to appear from two to four times a year. Necessarily, the list of residents is selected, but, especially in a city without a recent directory, the telephone book can prove helpful. Many telephone books include also considerable information about the city, as well as rates and some details about such matters as long-distance calls and other telephone services. Reference librarians in public, college and school libraries have not utilized the resources of city and telephone directories nearly as frequently as have reference workers in newspaper libraries.<sup>6</sup>

#### IV. GAZETTEERS AND GUIDEBOOKS

Directories of places are usually called gazetteers or guidebooks. Gazetteers are usually alphabetically arranged by place name and include for each entry location of the place and some description and statistics. Gazetteers are now part of our unabridged dictionaries as well as of our encyclopedias and atlases.

The best known and most frequently cited independent gazetteer is:

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- ⑦ Lippincott's pronouncing gazetteer; ed. by Angelo and Louis Heilprin. Philadelphia, Lippincott, 1931. 2106p. \$12.
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<sup>6</sup> Desmond, R. W. *Newspaper reference methods*. Minneapolis, Univ. of Minn. Pr., 1933. p.186-87.

Although it bears a 1931 imprint date it has not been completely revised since 1905. A statement of its purpose is embodied in the following: "the most recent and authentic information respecting the countries, cities, towns, resorts, islands, rivers, mountains, seas, lakes, etc., in every portion of the globe." It is alphabetically arranged and includes a conspectus of the 1930 census.

Among guidebooks the most famous name is Baedeker. That name has indeed come to mean travel guide. Since 1839 this famous publishing firm at Leipzig has been issuing individual volumes for the more important places in the world. These guides are revised frequently and can be used to answer questions about hotels, railways, public buildings, streets, amusements, etc.

Famous in its own way is the series of American guidebooks issued as a Federal Writers Project. The series includes some 60 volumes under the general title *The American guide*. Five types of publications are discernible:

1. State guides, including illustrations and folded maps
2. City guides, such as those for New Orleans, Washington, etc.
3. Regional-local guides, such as that for Dutchess County, N.Y.
4. Tour books: *U.S. number 1* describes the 2,000 miles from Maine to Florida
5. Literary miscellany, by-products of the work on the other publications such as the anthology, *American stuff*

Other guidebooks deal with transportation and accommodation facilities for travelers. Of these the most frequently used in this country are the *Official guide of the railways and steam navigation lines*<sup>7</sup> which provides, in one place, time tables of all facilities. It is published monthly and thus assured of reliability. Time tables for individual rail, water and air lines can be secured and should be kept up to date, especially in public reference libraries.

<sup>7</sup> *Official guide of the railways and steam navigation lines of the United States, Porto Rico, Canada, Mexico, and Cuba . . .* N.Y., National Railway Pub. Co., 1869 (?) - .



The *Official hotel red book*<sup>8</sup> is an alphabetical list of hotels arranged by state and city with information as to rates and facilities.

## READINGS

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McCOLVIN, L. R. and McCOLVIN, E. R. Library stock and assistance to readers. London, Grafton, 1936. p.12-18.  
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WYER, J. I. Reference work. Chicago, A.L.A., 1930. p.28-31.

<sup>8</sup> *Official hotel red book and directory*. N.Y., Amer. Hotel Assn. Directory Corp., 1886- .

# Representations

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## I. INTRODUCTION

Representations is the term used to designate that class of materials which conveys information by means of pictures rather than words. Drawings, photographs, portraits, maps, diagrams, charts and all other visual aids may therefore be described as representations. The atlas as a collection of maps falls in the group of representations so general that it is here considered not in relation to the subject of geography, but rather as a reference aid in all subjects. The broader possibilities of the atlas are indicated by the dictionary definitions in *Webster's new international* (p.174) :

4. A collection of maps in a volume
5. A volume of plates illustrating any subject
6. A work in which subjects are exhibited in a tabular form or arrangement

That there are atlases in other fields than geography is evident from an examination of fields like medicine and art. Here, however, discussion will be confined to geographical atlases which cover the world and are general enough in their use to be considered outside of the section on geography.

## STUDY AND EVALUATION OF ATLASES

As a background for the study of atlases, a good general article on maps and map making such as can be found in one of the adult or juvenile encyclopedias or in the introduction to Goode's *School atlas* should be read. The significance of such names as Ptolemy and Mercator in the history of cartography, as well as the devel-

opment of certain devices in map making, will clarify the meaning of criteria set up for judging an atlas.

Maps can be classed in a variety of ways: Geographical, physiological, topographical and geological. Representations of astronomical, hydrographical, nautical and statistical data are more properly called charts.

There are four principal points to be considered in the examination of original maps:

1. *Scale*, which is dependent upon the character of information to be given, the extent of the area to be represented and the method of reproduction.

2. *Projection*, which is the problem of representing a sphere on a plane surface. The two principal methods employed are based upon the Mercator cylinder and the conic principles.

3. *Topographical representation*, i.e., the differences of elevation, and other natural features such as rivers, plains, etc. Elevation is represented either by a system of horizontal lines, drawn at right angles to the slopes, called "contours," or by a system of vertical lines called "hachures" which follow the directions of the slopes. A system of color layers showing heights above and depths below sea level is also employed.

4. *Reproduction*: wax engraving is the most common method, although maps are also reproduced quite extensively by photo-engraving and photolithographic processes.

A collection of maps forms an atlas, so called from the picture of Atlas holding up the world which appeared on one of the earliest collections of maps.

An outline scheme for studying atlases is suggested in *Mudge* (p.332-33). In the outline suggested on p.162, some of the principal items have been rearranged.

1. *Authority*. The points to be considered under this heading deal with the reputation of the publisher, editor and cartographer and with the country of origin. Certain firms like Rand McNally have already established a reputation in the atlas field. The name of J. G. Bartholomew has come to mean authority in the field of map making. As a rule, atlases feature maps of the country or region in which the atlas has been published. It is generally said

that the workmanship of the best foreign atlases is better than that of American atlases. This means that the reference librarian has to choose, at present, between superior maps and emphasis on America. The inclusion, in an atlas, of bibliographical references to the source and authority of maps is an added criterion.

2. *Scope*. The practice of determining purpose from the preface, as suggested for encyclopedias, is again urged here. An atlas devoted to a particular region should not be criticized for failure to represent adequately other regions. Likewise, a world atlas cannot be expected to emphasize details about the many localities. The kinds of maps included should be noted. Historical maps indicate boundary lines of the past; political maps, boundary lines of the present. Physical maps are concerned with topography; economic maps with natural resources, industries, transportation, etc. The amount of supplementary material—gazetteer of place names, population statistics, information about government, industry, transportation, etc.—contributes to defining the atlas' scope.

3. *Date*. Justin Winsor, eminent historian and reference librarian, commenting on 16th and 17th century atlases and charts said what might well be said of some atlases today:

Dates were sedulously erased with a deceitful purpose from plates thus made to do service for many years and united with other dated maps, to convey an impression of a like period of production.<sup>1</sup>

How important the date on an atlas is can be learned by considering information with regard to population, boundary lines, changing place names. Imprint, copyright, revision and individual map dates should be compared.

The problem of keeping his work up to date is of as much concern to the atlas maker as to the encyclopedia manufacturer. Two methods generally employed are a loose-leaf service and an annual revision of the entire atlas.

4. *Maps*. Several features about each map need to be noted. Some maps have only a bar scale; others have in addition a mathematical statement of the number of miles or kilometers

<sup>1</sup> *Narrative and critical history of America*. Boston, Houghton, 1884-89. v.4, p.369.



represented by each inch or centimeter on the map. Methods of indicating elevation have already been described. Colored maps which use a layer method frequently either fail to make the various colors distinguishable or in an effort to secure adequate variety employ such dark colors that the letters are obscured. Some maps give foreign names in the vernacular; others translate into the language of the atlas. The amount of detail on each map is an important consideration.

5. *Arrangement.* Provided the indexes are adequate, the order of maps is of secondary importance. As a rule, atlases follow the pedagogical order of nearest things first and farthest things last. Points to note about the index or indexes are location, amount of information included, method of referring to maps. Some atlases depend upon one general index to all maps; others furnish an index for each map in addition to a general index. The fact-index idea exists to a lesser or greater degree in various atlases, depending upon the amount of information relative to population, history, dimensions, etc., included. Three methods of referring to maps are now employed: (1) marginal letters and figures (locating Chicago as B5 in the following illustration) :

	1	2	3	4	5	6	7
A							
B							
C							
D							
E							

(2) indexing frame or grid, as employed in the *Times survey atlas*. This consists of a transparent sheet divided into a series of rectangles numbered from 1 to 100, which sheet covers half of each map. When the index refers to R 71, for example, the grid is applied to the right half of the map and the place is located in the 71st rectangle. Libraries find the transparent sheet a nuisance because it is likely to be lost; (3) latitude and longitude, for example 41.38 degrees north, and 15.59 degrees east.

On page 135 is a study outline for atlases:

- I. Authority
  - A. Publisher
  - B. Editor and staff
  - C. Cartographer
  - D. Country of origin
  - E. Bibliography or acknowledged sources
- II. Scope
  - A. Region covered—world, continent, country, state, city, etc.
  - B. Kinds of maps—political, physical, historical, economic
  - C. Supplementary material—gazetteer, population figures, other statistical, ethnographic, commercial information
- III. Date
  - A. Imprint, copyright and revision dates
  - B. Individual map dates
  - C. Information—boundaries, census, place names
  - D. Revision frequency—services, loose-leaf and others
- IV. Maps
  - A. Scale—mathematical and bar
  - B. Topographical representation—hachuring, layer method of tints, contour lines
  - C. Lettering—legible
  - D. Coloring—definite and varied, yet not too dark to obscure lettering; key always given
  - E. Name forms—vernacular or translated
- V. Arrangement
  - A. Order of maps and other materials
  - B. Indexes—general, and individual for each map; additional information, such as population; location scheme

Encyclopedias and dictionaries contain atlases which frequently suffice for answering questions. One of the best American atlases ever manufactured is the 12th volume of the *Century dictionary*, now unfortunately out of print and out of date. The 24th volume of the *Encyclopaedia Britannica* is equally divided between its extensive index and a fairly comprehensive atlas. Other encyclopedias include good maps. Attention is called particularly to relief maps like the one for California in *Compton's pictured encyclopedia*, which represents that state more vividly than any conventional representation can.

The publisher is the London *Times*; the editor is cartographer to the King and Victoria gold medalist of the Royal Geographical Society; the country of origin is England; and the acknowledged source is the Edinburgh Geographical Institute. No better combination of authority features is, therefore, desirable. The atlas' scope is indicated by its title; almost every type of map is included—political, topographical, ethnographic—except the historical. Following the maps are a list of pronunciations of geographical names and a gazetteer-index which gives location in terms of region, latitude and longitude and map reference.

## II. FOREIGN ATLASES

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- ① Times, London. Times survey atlas of the world; a comprehensive series of new and authentic maps reduced from the national surveys of the world and the special surveys of travellers and explorers, with general index of over two hundred thousand names . . . London, the Times, 1922. 112 pl., 259p. o.p.
- 

As concerns the individual maps, both mathematical and bar scales are given. Topographical representation is by means of color layers, the color keys clearly distinguishing elevations and depths in meters and feet. All lettering is legible, and place names are given in the translation and vernacular (Rome [Roma]).

The order of maps is: (1) General, including 7 maps of the world and 2 of the polar regions; (2) Europe, including 39 maps, 13 of which are devoted to the British isles; (3) Asia, 19 maps; (4) Africa, 12 maps; (5) America, 22 maps; (6) Oceania, 11 maps. There are no individual map indexes, and the general index refers to maps by the indexing frame method.

Originally the atlas was issued in loose-leaf form. Later, it was reissued in America by the Macmillan company with the index and maps all bound together. The edition examined for the above review was issued in the latter form, only in London by the Times, rather than in New York by Macmillan. All editions are now out of print.

This is the most commonly found and frequently used of German atlases in American libraries. It is arranged in two parts or volumes with the 108 double maps preceding the 315 pages of index. The sequence of excellent maps begins with the earth and the poles and proceeds with 14 maps for Middle-Europe,

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- ② Stieler, Adolf. *Stieler's handatlas*. Gotha, Perthes, 1925. 2v. (atlas, 108 double maps, index, 315p.) M.58; bound together M.48.
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16 for South and West Europe, 7 for North and 20 for East Europe. Asia, Africa, Australia and America follow in that order. The maps are works of art.

### III. AMERICAN ATLASES

Although American atlases have generally been considered by authorities as inferior to the best foreign atlases, the fact remains that for American libraries an American atlas is almost indispensable. The contents outline for the *Times survey atlas* illustrates the disproportionate emphasis (from an American point of view at least) upon the British isles, which with an incomparably smaller area has 13 maps to 5 for the United States.

There are several fair to good American atlases on the market. For reviews of some of these the two *Subscription Books Bulletin* references at the end of this chapter are recommended. The atlases which have been found most useful for reference work are those issued by Rand McNally, C. S. Hammond, and George F. Cram companies.

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- ③ Rand McNally & Co. *Commercial atlas and marketing guide*. 68th ed. Chicago, Rand McNally, 1937. 546p., folded maps and charts. \$36 annually.
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The Rand McNally *Commercial atlas* is published annually and is therefore constantly being revised. The annual subscription price is \$36, and when the service is discontinued all materials must be returned to the publisher. Its scope is world wide



as it now includes the foreign country atlas, previously published separately. There are a great many economic maps, and road maps and airline distances are special features; but the physical or historical maps are relatively few. Mathematical and bar scales are always given; relief is indicated by hachuring; letters and details like rivers are always clear. Color is not generally used, but boundaries stand out clearly. When color is used, the key is always indicated. There is a general index for foreign cities and towns, but American states are separately indexed. The separate state map indexes give population, situation on railways and post offices. Marginal letters and figures are used for map location.

Rand McNally issues also the *World atlas*<sup>2</sup> in three editions:

<i>Edition</i>	<i>Size</i>	<i>Price</i>
International	14¼ x 11¼	\$7.50
Premier	14¼ x 11¼	4.50
Reader's	10¾ x 7¼	2.00

The International and Premier editions are alike, except that the former includes descriptive matter, colored pictures and some tables omitted from the latter. Maps are identical in both editions though the order is different. On the other hand, the Reader's edition is not much more than half the size of the others, necessitating printing many of the maps across two pages. There are also fewer maps in the Reader's edition, although an index of American cities and some tables are included. The Reader's edition should be compared with Goode's *School atlas*.

All three editions of the *World atlas* are characterized by good, uniform and up-to-date maps on which the type is legible. In each case, the map scale is clearly indicated and rivers, railroads and canals can be easily traced. Census figures for 1930 have been included. Some of the special features found in the two larger atlases are: Gazetteer index of the world, giving in addition to map and page references, the form of government, capital, area, population and density for each political unit; solar

<sup>2</sup> Rand McNally & Co. *World atlas*. Chicago, Rand McNally, International ed., 1931. 391p. \$7.50; Premier ed., 1934. 271p. \$4.50.; Reader's ed., 1931. 304p. \$2.

system; air-line distances; comparative time table; air-mail routes, distances, territorial growth, railroad and economic maps for the United States; table of geographical names not official but in current use; index of American and foreign cities.

Hammond issues a large and a small atlas. The former, known as the *New world loose leaf atlas*, is sold for \$50 (includes one year's free supplementary service). Additional service is offered at \$5 a year. Economic, historical, physical and political maps are included. Each economic map (e.g., that of Africa on p.25) has both a color and a symbol key. The color key shows industrial, agricultural and nonproductive regions; the symbol key indicates principal mine workings—coal, iron, tin, copper, gold, diamonds—and agricultural products. Supplementary tables and

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- ④ Hammond, C. S. *New world loose leaf atlas*, containing new and complete historical, economic, political, and physical maps of the entire world, with complete indexes. N.Y., Hammond, 1929. 388p. \$50.
- 

a gazetteer indicate distances between, and population of, American and foreign cities. There is a lack of uniformity in showing boundaries, the bar scales are not accompanied by mathematical scales, and the dark colors frequently prevent easy reading of names. Relief is shown by hachuring and by the layer color method. Less information is included in the Hammond indexes than in those for the Rand McNally atlases, but there are indexes for foreign cities, for American cities, and for the separate maps. Location is indicated by the marginal figure and letter method.

The *Modern atlas of the world*<sup>3</sup> is Hammond's smaller publication (12 $\frac{5}{8}$  x 9 $\frac{1}{2}$  inches) which sells for \$2.98. It includes good economic and physical maps of the continents, a gazetteer index of the world and separate indexes for each state. Foreign maps are in color, but state maps, which are not, lack uniformity in quality and quantity of information.

<sup>3</sup> Hammond, C. S. *Hammond's modern illustrated atlas of the world*. Garden City, N.Y., Garden City, 1937. 293p. \$2.98.

Cram's *Modern reference atlas*<sup>4</sup> of the world sells outright for \$30, although issued in loose-leaf form. It has fewer economic and physical maps than either of the other large atlases and the lettering on the maps is not always very legible. There is a separate index for each map and a descriptive gazetteer. Relief is indicated by hachuring.

Of the smaller atlases, Goode's *School atlas* is one of the best and is adequate for most general library reference work. Professor Goode's introduction is especially recommended as a simple, understandable discussion of the problems of map making and using. Other special features are maps of the principal cities of the world and their environs, of map projections, ocean currents and vegetation, climate, population, density, communication, transportation and economic products, and a pronouncing index of 30,000 geographical names.

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- ⑤ Goode, J. P. *School atlas*, physical, political and economic, for American schools and colleges. 4th ed. rev. and enl. Chicago, Rand McNally, 1938. 287p. \$4.40.
- 

A recent inexpensive atlas is the *Matthews-Northrup new international atlas*<sup>5</sup> with three dimensional maps. It includes in addition to some very clear colored maps many black and white illustrations, a definitive statement on each political division and a gazetteer.

The maps which appear as a part of the decennial census are collected and issued together as the *Statistical atlas of the United States*. Such atlases were published for 1870 and 1890 through 1920. Other official maps both of this and of foreign governments are listed in the highly readable and definitive volume by Walter Thiele, listed at the end of this chapter.

In addition to government maps there are many maps published by other agencies. The American Automobile Association

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<sup>4</sup> Cram, G. F. *Modern reference world atlas*. Loose-leaf ed. Indianapolis, Cram, 1929. 396p. \$30.

<sup>5</sup> *Matthews-Northrup new international atlas and illustrated gazetteer*. N.Y., Blue ribbon, 1937. 264p. (10¾ x 13¾) \$2.95.

provides for its members regularly revised road maps. Triple A sectional maps like those for the Northeastern, North Central, South Central United States, etc., should prove useful in a reference department.

Besides the Triple A there are other sources of road maps, principally the gas service stations. Maps furnished by Conoco for automobile trips are especially good at this writing.

#### IV. OTHER REPRESENTATIONS

Audio-visual materials are becoming increasingly the responsibility of libraries as education becomes aroused to the possibilities of the picture and film on all levels, the phonograph record and radio, particularly in the learning of foreign languages and music. It is not at all unlikely that the modern reference library will ultimately have to be provided with a soundproof room for records and other audio material. Certainly in reply to the reference question, "What are the two themes in the first movement of Beethoven's *Eroica*?" no visual material will ever be fully satisfactory. It would be much more to the point for the reference librarians to step into the soundproof room and play part of the first movement for the questioner.

If this is farfetched, certainly the demand for visual material is upon us. We have always kept a picture file and the appearance of such magazines as *Life* only serves to emphasize that our high proportion of literates is still largely picture-minded. To locate pictures and ever more pictures several aids are available.

The most comprehensive and useful book on the subject of pictures is that by Mrs. Norma Ireland listed at the end of this chapter. Two indexes are of a general nature. *The A.L.A. portrait index*<sup>6</sup> is a key to 120,000 portraits of some 35,000 to 45,000 persons, published through 1904, in books and periodicals. In all some 6,226 volumes are indexed. Ellis' *General index to illustra-*

<sup>6</sup> *A.L.A. portrait index; index to portraits contained in printed books and periodicals*; ed. by W. C. Lane and N. E. Browne. Washington, Library of Congress, 1906. 1600p. \$3.



tions<sup>7</sup> includes 22,000 selected references in all fields exclusive of nature, which field is covered by the same author's *Nature index*. Still a third volume in the series, *Travel through pictures*, indexes illustrations of notable places.

A somewhat more specialized index but of inestimable value in locating pictures of costume is the *Costume index*<sup>8</sup> which indexes 615 books of costumes.

#### READINGS

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- PHILLIPS, P. L. A list of geographical atlases in the Library of Congress, with bibliographical notes. Washington, Govt. Print. Off., 1909, 1914, 1920. 4v.
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- WYER, J. I. Reference work. Chicago, A.L.A., 1930. p.23-25, 28-31.

<sup>7</sup> Ellis, J. C. *General index to illustrations*. Boston, Faxon, 1931. 467p. (Useful ref. ser., 45) \$5.

——— *Nature index*. Boston, Faxon, 1930. 160p. (Useful ref. ser., 41) \$3.

——— *Travel through pictures*. Boston, Faxon, 1935. 699p. (Useful ref. ser., 53) \$6.

<sup>8</sup> Monro, Isabel and Cook, Dorothy E. *Costume index*. N.Y., Wilson, 1937. 338p. Service basis.

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# Serials

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## I. INTRODUCTION

The term serial, though commonly used in library conferences, finds comparatively infrequent mention in professional literature. Dr. Wyer's definition for a serial is ". . . a publication which appears in successive parts or numbers, usually at regular intervals and which from its character, auspices, or name seems to carry assurance of indefinite appearance." In this class he includes (1) Periodicals, (2) Newspapers, (3) Government documents, (4) Publications of learned and other societies, (5) Reports of institutions, (6) Annuals (directories, yearbooks, almanacs, etc.).

Wilson's *Union list of serials* defines the term somewhat differently as "a publication not issued by a government agency, appearing at regular or stated periods of less than a year, and including articles on various subjects." Fundamentally, the two definitions differ on the inclusion of government publications and annuals. It is entirely possible that the *Union list's* definition was limited purposely to avoid duplication of ground already covered by the document indexes and by other tools.

A somewhat more liberal definition is contained in Gable's *Manual of serials work* which conceives of this group as "any publication, whether issued at regular or irregular intervals, with some scheme for consecutive numbering, and intended to be continued indefinitely."<sup>1</sup>

The present definition of serial publications is here extended to include miscellaneous pamphlet publications as well, including such material as might find its way to the Wilson *Vertical file*

<sup>1</sup> Gable, J. H. *Manual of serials work*. Chicago, A.L.A., 1937. p.28.

*service* which lists many out-and-out serial publications as well as separate ephemeral pamphlets. We may therefore define a serial as "any publication issued serially or in successive parts more or less regularly." Serials as reference tools will be examined under three headings: periodicals and newspapers; society and institutional publications; and ephemeral material. Government documents will be treated in a later chapter.

## II. PERIODICALS AND NEWSPAPERS

### IMPORTANCE OF PERIODICALS IN REFERENCE

Circulation and reference statistics show a steady rise in library service to the natural and social sciences. These two large divisions of human knowledge are characterized by nothing so much as by continued discovery and change which inevitably affect even the core of knowledge we have grown to associate with the various subdivisions. As a consequence the reference book is frequently less useful than the reference serial which, because of its regular appearance in successive parts, lends itself more economically to the presentation of ever-changing information.

But social science and natural science are no longer alone in their dependence on serial publications for dissemination and interpretation. Increasingly the language arts and the useful and fine arts are adopting the methods of science with a corresponding emphasis on serial literature. Likewise, the popular demands of adult education are enlisting the use of periodical and newspaper in the reference room to an extent never before recognized. As a result the materials of reference are everywhere coming to mean more than the standard reference books of the past.

They are coming to mean as never before periodicals and newspapers. Indeed, one library commenting on the number of periodicals on its list indicated that "reference use is one of the strongest reasons we have for subscribing to them."<sup>2</sup> Librarian Ralph Munn opened a depression period article with the lead, "Save the magazines—let the books burn,"<sup>3</sup> and backed his belief by spending 11 per cent of his book fund for periodicals.

<sup>2</sup> The problem of periodicals. *New York Libraries*, 1931. v.12, p.235-42.

<sup>3</sup> The library mission of magazines. *Wilson Bulletin*, 1930. v.5, p.259-60.

The distinct contribution of periodicals to reference work may be summarized as follows:

1. *Up-to-dateness*. They are especially important in fields where changes are occurring so rapidly that books are out of date almost as soon as published.
2. *Authority*. Research specialists in many fields make their findings available in journals, generally first, and frequently never anywhere else.
3. *Brevity*. Short articles, digests, popular discussions appear in periodicals and these may be the best media for answering general reference questions quickly.
4. *Availability*. Every periodical or journal now has its own annual or volume index. In addition there is the excellent Wilson indexing service.

From the reference standpoint, the periodicals that are most helpful are those:

1. Indexed by the Wilson services, with the *Readers' Guide* list first
2. In the natural and social sciences where latest information is of most importance
3. In fields in which library book collection is weak and there is much demand for material
4. In special fields being developed by the library

One of the obstacles to rapid use of periodicals in reference has been the failure of periodical publishers to observe bibliographical and common sense rules about form. Periodicals have changed scope, purpose, size, volume, number and paging, within the same volume, to the great annoyance of librarians and research workers. In 1930, Miss Helen A. Cook of the Wilson staff outlined some periodical style and form suggestions in her article, "The librarian looks at magazines."<sup>4</sup> Briefly, these include:

1. Continuous paging for volume, not issue
2. Volume number and date in same place in each issue
3. Publisher's name, editor, frequency of issue, to appear in the same place regularly
4. Advance notice and prominence for change of title, address, etc.

<sup>4</sup> *Wilson Bulletin*. 1930. v.5, p.259-60.



Other obstacles are lack of complete files of periodicals indexed. The resourceful reference librarian never counts on more than half of the references in a periodical index unless she is working in a large library with complete files of back numbers and a long list of current subscriptions. From a reference standpoint, there is decided need for complete sets of those periodicals indexed by the Wilson services for which the library subscribes.

#### SELECTION OF PERIODICALS FOR REFERENCE

Various aids are now available for the selection of periodicals, and a number of these will be described later in this section. For the most part, these aids are exhaustive or selective from other viewpoints than that of reference. That is not to say that periodicals listed in these aids will have no reference use. Rather, it is probable that most reference work of a general nature can be based on relatively few periodicals and books. It is therefore of some value to examine the reference possibilities of individual periodical titles.

A Chicago Public Library test made some years ago showed the following periodicals most in demand for reference purposes: *Literary Digest*, *Nation*, *Outlook*, *New Republic*, *Scientific American*, *School Review*, and *Living Age*.

As a matter of curiosity, it is revealing to note which periodicals include most of the articles selected as the 10 best each month by a committee of librarians. For the period from January 1933 through July 1935, 31 months in which 310 articles were so selected, the following periodicals printed the most:

<i>Harper's</i>	55	<i>Review of Reviews</i>	17
<i>Atlantic</i>	47	<i>Fortune</i>	16
<i>Scribner's</i>	40	<i>Yale Review</i>	13
<i>American Mercury</i>	26	<i>Asia</i>	11
<i>Survey Graphic</i>	22	<i>Foreign Affairs</i>	9
<i>Nation's Business</i>	21	<i>Forum and Century</i>	5
<i>Current History</i>	19	<i>Virginia Quarterly</i>	5

*Cosmopolitan*, *Rotarian*, *Today*, *World Tomorrow*, each had one article.

A similar study of *Reader's Digest* articles could be made, but it would have to be remembered that such an exercise would necessarily result in a restricted selection, since news periodicals and journals devoted to specialties would almost automatically be excluded. A more specific suggestion is contained in *New York Libraries* later reprinted in the *Wilson Bulletin*<sup>5</sup> which lists under seven heads periodicals for a basic subscription list.

From the standpoint of reference, general periodicals can be grouped as follows:

- I. News magazines, dealing with current events, are most used for reference. In this class may be included:
  - A. Repertorial weeklies which presumably report happenings without commenting on them editorially or without "ax-grinding." Some may question whether *Time* and *Newsweek* fall in this class, but they are at present the two best representatives.
  - B. Editorial weeklies which present current happenings from the standpoint of a definite view or "ideology." The *Nation* and the *New Republic* are perhaps our most respected and time-honored weeklies which present news from the liberal or slightly "left" point of view.
  - C. The rise of the illustrated news weekly, as exemplified by *Life*, promises reference aid as soon as libraries are willing to subscribe. *L'Illustration* in French and the *London Illustrated News* have long offered picture possibilities although not on the streamlined scale of the new American weeklies. Certainly future indexes to illustrations will want to include the photo magazine that pictures current happenings.
  - D. Newspapers, next to the radio, provide the most recent information and therefore at times the only available answers to reference questions. Because of the *Index* as well as the completeness of the *New York Times* there can be no question as to the essential newspaper reference tool. In addition, the *Christian Science Monitor*, a good local, and a proximate metropolitan newspaper are desirable.
  - E. Review magazines, because of at least a month's distance from the event, can be more deliberate and mellow in their reports of news. In this group, *Current History*, *Forum* and *Century*

<sup>5</sup> The problem of periodicals. *Wilson Bulletin*. 1932. v.6, p.495-503.

and *Fortune*, all monthly, and *Foreign Affairs*, quarterly, should be most helpful. Of these, *Fortune*, because of its high subscription price, will be challenged first. It need not be, for in the hands of the reference librarian who wants to answer questions with something else than the *World almanac*, *Fortune* will earn its subscription price.

II. The literary magazine, so called, can be considered under four useful heads:

- A. The "quality" magazine is represented by *Atlantic*, *Harper's*, *Scribner's*, *Yale Review*, and offers answers to questions in many fields: literature, art, science, social sciences, homemaking, on a sophisticated level.
- B. The "quantity" magazine is represented by *American*, *Collier's*, *Saturday Evening Post*, and offers answers to questions in the same fields and others on a popular level.
- C. Review magazines primarily review literature, although sometimes also creations in the other fine arts. The three best book reviews are New York Herald-Tribune *Books*, *New York Times Book Review*, *Saturday Review of Literature*, and for foreign books, *Books Abroad*.
- D. The "digest" magazine, frowned upon in some quarters, has definite reference possibilities. It provides in one place a compact cross section of magazine material. In many cases, the *Reader's Digest*, for example, has improved upon the original by shearing away verbiage, and by doing a job that the editor who accepted the original would have done had the author's reputation permitted the liberty.

Next to news and general literary magazines, periodicals in science and the domestic arts offer most to reference. But examination of periodicals serving special fields will be delayed until the chapters dealing with the subjects.

### III. SERIAL LISTS

There are numerous selected lists for each type of library and for a variety of purposes. These lists have generally been selected in one or more of five different ways now employed by librarians in compiling lists.

1. *The subjective list* usually is based on the individual pref-

ferences of a person who is generally qualified to express an authoritative opinion. No more famous example of this type of selection exists than Eliot's "Five-foot Shelf," which while not a periodical list illustrates the method of selection. The periodical list built on the one suggested in *New York Libraries* is more or less an example of a subjective list.

2. *The pooled judgment list* is usually compiled by an individual with the aid of other competent individuals. This is not done statistically as the following type is, but rather, individuals are asked more or less informally to go over the list and make suggestions.

3. *The statistical pooled judgment list* is a scientific attempt at objectivity. The judgments are carefully recorded and scored, and the preferences are then statistically rated. A frequent method is to send out a list of titles to selected individuals to be checked on the basis of two points for necessary titles, one point for desirable but not necessary titles, and zero for undesirable titles. Scores are then tabulated and titles ranked on the basis of their scores.

4. *The statistical records list* is based on actual library holdings, or upon use as evidenced by circulation figures.

5. *The statistical citations list* is based upon citation frequency in the subject literature. This system was first developed for chemistry journals by carefully checking the two most important chemical journals to see which publications were most frequently cited.

#### PERIODICAL LISTS—COMPREHENSIVE

Examples of lists selected by one of the above five methods follow. Each of the comprehensive lists undertakes to be as nearly complete as possible for the purpose indicated.

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- ① Ayer, N. W., and Sons. Directory of newspapers and periodicals . . . Philadelphia, Ayer, 1880- . \$15.
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Readily, this would classify as a bibliography of newspapers and periodicals. But *Ayer's* contributes so much more to refer-



ence than just bibliographic information that its full treatment in several places could be justified. From cover to cover *Ayer's* contents outlines:

- I. Introduction: statement of purpose
- II. Summary of contents: including a tabulated statement showing the number of newspapers and periodicals of all issues published in the U.S. and possessions, and in Canada, and the number of towns and county seats in which newspapers are published
- III. Maps—airways, time, economic, the world, Europe, United States
- IV. Population figures: alphabetic by state, and under each state, towns and cities over 2,500
- V. List of publications, arranged as follows:
  - A. United States. Alabama—Wyoming
    1. Under each state, towns and cities alphabetically
    2. Under each town or city, the publications alphabetically
  - B. Dominion of Canada, arranged by provinces, towns, publications
  - C. Dominion of Newfoundland
  - D. Bermuda, Cuba, West Indies
- VI. American newspapers and other periodicals published in foreign countries
- VII. Classified lists
  - A. Cooperative newspaper lists
  - B. Daily newspapers, arranged by state, locality, newspaper
  - C. Daily newspaper rotogravure supplements
  - D. Sunday weeklies, not Sunday editions of daily papers
  - E. Newspaper feature, picture and news syndicates
  - F. Agricultural publications, classified
  - G. Agricultural publications, by state and locality
  - H. Collegiate publications
    - I. Foreign language publications
    - J. Fraternal organizations
  - K. Magazines of general circulation, classified
  - L. Magazines of general circulation, by state and locality
  - M. Merchandise outlets, i.e., number of booksellers, groceries, drug stores, etc.
  - N. Religious publications
  - O. Trade, technical and class publications
    - P. Index to trade, technical and class publications
  - Q. Alphabetical index

*Ayer's* stated purpose is, "to provide, first, facts about those publications that are essential in the promotion of commercial and other interests through advertising." The obvious reference use for *Ayer's* is then for current information about newspapers and periodicals, such as:

1. Editor's and publisher's names
2. Frequency of publication
3. Political leanings
4. Special interests
5. Date of establishment
6. Format: dimensions, number of columns
7. Price
8. Circulation, frequently A.B.C., i.e., a sworn statement

The less obvious but more frequent use for *Ayer's*, however, is for geographic information and especially for facts about small communities. Amory, Mississippi, for example, unless you are a Mississippian or a resident of Amory, will prove to be a place about which little is said in most reference books. But *Ayer's* will enable you to furnish the reader with the following facts:

1. Location (on the good state map)
2. Population: 3,214
3. County: Monroe
4. Distance to larger town: 35 miles north of Columbus
5. Railroads: St. Louis-San Francisco
6. Chief industries: lumber mill, agricultural products
7. Newspapers: two weeklies, with circulation figures, etc.

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② Union list of serials in libraries of the United States and Canada, ed. by Winifred Gregory . . . N.Y., Wilson, 1927. 1588p. Service basis.

—Supplements, Jan., 1925-Dec., 1932, ed. by Gabrielle E. Malikoff. N.Y., Wilson, 1931-33. 2v. Service basis.

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It seems obvious now that such a task should have been undertaken early in American library history, but Mr. Haskell's *Bibliography of union lists* indicates the earliest attempt at produc-

tion of a union list in this country was a local list in Baltimore in 1876. In 1915 Librarian Malcolm Wyer undertook to prepare such a list for the various libraries of the University of Nebraska, of which he was then librarian. This interested the librarians of the universities of Illinois, Minnesota and Wisconsin and for a while a Middle West union list was in the making.

In 1921, Mr. H. W. Wilson presented a plan which led the A.L.A. to appoint a cooperating committee. The cost of such a project, estimated at \$36,000, was met by 40 libraries which subscribed \$300 a year apiece for three years, and by a \$10,000 grant from the Laura Spelman Rockefeller fund. Three lists were issued, the first a preliminary checking list, the second a provisional list, and the third the volume published in 1927. This list contains 75,000 titles selected chiefly from the Wilson, Library of Congress, and New York Public Library's lists, and checked by 225 cooperating libraries. In general, inclusion is based on the serial definition given earlier in this chapter and the checking of the various libraries. Omitted are government publications, law reports, state and local trade union issues, annual denominational church reports, and many titles of limited or ephemeral value.

The list is alphabetically arranged by serial, the form followed being for the most part that used by the Library of Congress. Information given includes serial's name, place of publication, sometimes issuing source, birth date, death date (if no longer issued), and the libraries in which sets or partial sets of the publication will be found. A system of symbols under which the first letter, or capital letter followed by a lower case letter, represents the state, the second the city, and the third the library, simplifies geographical location. Thus,

T	Tennessee State Library
TN	Nashville Public Library
TNV	Vanderbilt University Library

If, for example, a faculty member in Peabody College wishes an article in volume 3 of *Justus Liebig's Annalen der Chemie*, which volume is not in the college library, consultation of the *Union list* under the journal title indicates the nearest library

with the needed volume to be TU 1, the University of Tennessee, which has a complete set, and if that volume is not otherwise in use there, or if institutional regulations do not prevent, Peabody should be able to borrow that volume subject to interlibrary loan regulations.

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- ③ Ulrich, Carolyn F. *Periodicals directory: a classified guide to a selected list of current periodicals, foreign and domestic*; 3d ed. rev. and enl . . . N.Y., Bowker, 1938. 465p. \$12.
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This is a list of 10,200 titles representing "the periodicals published in the United States and foreign countries, especially in England, France, and Germany, which have been found most useful in American collections." Rapidly the Ulrich list is becoming the basic list. Its arrangement, index, entry information including indexing services, and bibliographies prepared by Adelaide Cutter are becoming increasingly indispensable features.

*Editor and publisher international yearbook number*<sup>6</sup> provides directories of newspapers, newspaper syndicates, advertising agencies, newspaper chains, circulation, rates and personnel of U.S. daily newspapers.

#### SELECTIVE LISTS

These can be grouped by the type of library for which the selection was made: college, public or school.

##### 1. *College*

COPELAND, J. I. *Periodical checklist for a teachers' college library*. Nashville, Peabody Library School, 1934. 12p. (Contributions to librarianship, no.2.) Based on the actual holdings of over one hundred teachers' college libraries in America. Titles are classed by price groups.

LYLE, GUY. *Classified list of periodicals for the college library*. 2d ed. [Boston, Faxon, 1938.] 96p. (Useful ref. ser. 63.) The result of a master's thesis in Columbia University School of Library Service. Titles are grouped by academic fields of study.

NORTH CENTRAL ASSOCIATION OF COLLEGES AND SECONDARY SCHOOLS.

<sup>6</sup> *Editor and publisher international yearbook number, 1920- .* (Not sold separately, but included in subscription to the weekly magazine.)



Periodicals for the college library. *North Central Association Quarterly*. April, 1934. v.8, p.425-44. A statistical pooled judgment list prepared by Douglas Waples.

## 2. Public

WALTER, F. K. *Periodicals for small and medium-sized libraries*. 7th ed. Chicago, A.L.A., 1939. 93p. 75c. A classified and annotated list, with small and medium-sized public libraries particularly in mind.

*Readers' Guide to Periodical Literature* has an indexed list of over one hundred periodicals which is probably most representative of public libraries' choices.

## 3. School

The *Abridged Readers' Guide* list of 25 periodicals is the best selection of periodicals for a school library.

EELLS, W. C. *Scale of evaluation of periodicals in secondary school libraries*. *Wilson Bulletin*. June, 1937. v.11, p.668-73.

# IV. SOCIETY AND INSTITUTIONAL PUBLICATIONS

During the Babbitt-baiting era of the 1920's it was no uncommon thing for Sinclair Lewis or H. L. Mencken to ridicule America as a "joining" nation. Mencken estimated there were no less than 25,000 national organizations in the United States devoted to furthering or uplifting something or other. Even if this figure is rejected as high, the fact remains that there are a great many organizations in this country, and that a considerable number of them issue publications. What is more, many of these publications are of incomparable reference value. They cover a wide range of subject matter, their material is usually timely and up to date, and they frequently combine authority, scholarship and popular treatment to a high degree. The chief obstacles to the ready use of society and institutional publications have been the lack of general or individual indexes, and the difficulty of obtaining material because of membership requirements.

In general, society and institutional publications may be divided into two large groups: series and separate publications. The following types of series publications are readily recognized:

- I. Proceedings, transactions and official reports, usually annual
- II. Journals, including

- A. Scholarly, such as the *American Economic Review*, *American Literature*
  - B. Abstracting, indexing and summarizing services, such as *Psychological Index*, *Chemical Abstracts*
  - C. Periodicals for popular consumption, like *Hygeia*, *National Geographic Magazine* and *Nature*
- III. Yearbooks, such as those issued by various departments of the National Education Association, the American Library Association, etc., and the *American yearbook* issued under direction of many learned societies
- IV. Bulletins, like those issued by the Bureau of Educational Research, University of Illinois, by the Carnegie Corporation or by individual colleges and universities
- V. Monographs, for example, those on various branches of the federal government issued by the American Institute for Government Research

Among the separates, two types of society and institutional publications are discernible:

1. General reference books, such as the *Dictionary of American biography*, and the *Encyclopaedia of the social sciences*.
2. Special research and administrative publications dealing with problems too specialized for the average layman's interest. Examples are dictionaries of terminology, such as Warren's *Dictionary of psychology*, surveys such as *Research in the humanistic sciences* by the American Council of Learned Societies, or directories like *American colleges and universities* prepared for the American Council on Education.

As to the sources from which society and institutional publications emanate, only a classification can here be indicated. These sources group most readily by their functions. For a different classification scheme and a fairly complete list consult the latest *Educational directory* issued by the U.S. Office of Education.

1. *Learned societies*, devoted to research in the various branches of human knowledge. These societies, as they increased in number, tended to overlap in their activities somewhat and for the sake of economy and mutual planning their efforts have

tended to be synthesized in larger organizations of which the following three are significant:

a) *National Research Council*. At the request of the president of the United States, a federation of governmental, educational, privately endowed and industrial research agencies was organized in 1916. This organization was founded on the charter of the National Academy of Sciences, established in 1864. On May 11, 1918, the Council was perpetuated by an Executive Order requesting that it undertake (1) to stimulate research in the mathematical, physical and biological sciences, and in the application of these sciences to agriculture, engineering, medicine and other useful arts, (2) to survey the larger possibilities of science, formulate comprehensive programs of research and develop effective means of utilizing the scientific and technical resources of the country, (3) promote cooperation in research at home and abroad, and (4) engage in other work collateral to these objects.

b) *American Council of Learned Societies Devoted to Humanistic Studies*. At the organization of the International Union of Academies in Paris, May, 1919, the United States was represented by the American Academy of Arts and Science and by the American Historical Association, there being no national academy devoted to the humanities at that time. To consider the need for such an academy, a meeting of 10 learned societies was held in Boston in September of the same year, when it was decided to establish a central body consisting of two representatives from each society. The American Council of Learned Societies Devoted to Humanistic Studies was formally organized on February 14, 1920, with the following constituent societies (foundation dates in curves):

- American Philosophical Society (1727)
- American Academy of Arts and Science (1780)
- American Antiquarian Society (1812)
- American Oriental Society (1842)
- American Philological Association (1869)
- Archaeological Institute of America (1879)
- Modern Language Association of America (1883)

American Historical Association (1884)  
American Economic Association (1885)  
American Political Science Association (1906)  
American Sociological Society (1905)

Additional societies, including the Bibliographical Society of America, have been added. Although the Council arose out of the need for international representation, its chief function has become promotion of scholarship in the humanistic and social fields.

c) *Social Science Research Council*. This organization was effected in 1923 for the purpose of furthering closer cooperation between students of politics and of other social sciences. At present, the Council is composed of three representatives of each of seven learned societies, five of which—Political science, Economics, Sociological, Historical, Anthropological—are also represented in the American Council of Learned Societies, and the other two, American Psychological Association and American Statistical Association, are represented in the National Research Council.

Two fundamental guides to society publications are issued by the National Research Council<sup>7</sup> and by the American Council of Learned Societies.<sup>8</sup> The former's publication is a *Handbook of the scientific and technical societies and institutions of the United States and Canada*; the latter's is a catalog of publication in the humanities by American learned societies.

2. *Associations of professions and trades*, in many cases not distinguishable from learned societies. Generally speaking, however, these associations are more concerned with the applications of research than with research itself. Trade organizations, as a rule, devote themselves to problems of practice, and to a great degree so do such professional associations as the American Medical Association, the National Education Association, and

<sup>7</sup> National Research Council. Research Information Service. *Handbook of scientific and technical societies and institutions of the United States and Canada*. United States section comp. by S. J. Cook and E. R. Berry . . . 3d ed. Washington, the Council, 1937. 282p. \$3.

<sup>8</sup> American Council of Learned Societies. *A catalogue of publications in the humanities by American learned societies*. Washington, Executive Office, 1932. 72p. 25c.



the American Library Association. The *Educational directory* of the U.S. Office of Education is the best guide to associations since it is published annually and is thus up to date.

3. *Philanthropic foundations.* Perhaps the three of most interest to librarians are the Carnegie Corporation established through the munificence of Andrew Carnegie; the General Education Board, endowed by John D. Rockefeller; and the Julius Rosenwald Fund, supported by the man whose name it bears. Each of these foundations issues annual reports and, from time to time, special bulletins devoted to surveys or faculty investigations. An example of the last is the famous Carnegie bulletin on intercollegiate athletics. A handbook of philanthropic foundations, their purposes and publications, has been issued by the Julius Rosenwald Fund.

4. *Educational institutions.* These include:

a) *Colleges and universities* which issue bulletins, research studies, dissertations and journals. A pamphlet entitled *Shelfward ho* was issued some time ago, which lists the publications of 30 or more university presses.

Various universities, like Columbia, Illinois, Chicago, Stanford, issue their own lists of dissertations. There are in addition excellent subject lists of dissertations, like that in *American Literature*, the journal published at Duke University, which lists important studies in that field. *Guide to bibliographies of theses*<sup>9</sup> includes one part which gives lists arranged by the institutions issuing them, one by subject and a general list. The U. S. Office of Education has maintained a file not only of completed dissertations but also of dissertations in progress. The two basic serial bibliographies of dissertations are those issued by the Library of Congress,<sup>10</sup> and by the Association of Research Libraries.<sup>11</sup> The former is a list of dissertations *published* while the latter has

<sup>9</sup> *Guide to bibliographies of theses*, comp. by T. R. Palfrey and H. E. Coleman. Chicago, A.L.A., 1936. 48p. \$1.

<sup>10</sup> U. S. Library of Congress. *A list of American doctoral dissertations printed in 1912- .* Washington, Govt. Print. Off., 1913- . 55c.

<sup>11</sup> *Doctoral dissertations accepted by American universities, 1933/1934-* (no.1- ); comp. for the National Research Council and the American Council of Learned Societies by the Association of Research Libraries . . . N.Y., Wilson, 1934- . \$2.

undertaken to list all dissertations *accepted* at American institutions of higher learning during any one academic year.

b) *Libraries* which are publishers of bibliographies, reading lists, bulletins and material relating to books and reading.

c) *Museums* which likewise issue representations and publications relating to various exhibits.

5. *Other institutions—civic and commercial.* Civic institutions include hospitals, recreation centers, institutes, symphony orchestras, labor temples.

## V. EPHEMERAL MATERIAL

Most of the large industries publish advertising material of considerable reference value. Attention is called particularly to the General Motors' pamphlets on driving and automobiles, to certain subscription book publishers' manuals, to various food companies' diet literature, to the health pamphlets of insurance companies. Chambers of Commerce, Rotary and other business men's clubs also prepare informative literature on individual cities.

Publications of this type, issued in increasing quantity, are sometimes referred to as "ephemera" or pamphlets or vertical file material. Every good reference department maintains collections of such ephemera either in vertical files or in pamphlet boxes. The great reference tool for the acquisition of and ready access to such material is:

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- ④ Vertical File Service Catalog; an Annotated Subject Catalog of Pamphlets, April, 1932- . N.Y., Wilson, 1932- . Service basis.
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A monthly, annotated subject index to pamphlet material, the *Vertical File Service* aims to list ephemera of interest to libraries. It is cumulated annually and includes a clearinghouse service at a slight extra charge which enables the subscribing library to order certain publications through the Service.

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# Indexes

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## I. INTRODUCTION

### WHAT ARE INDEXES?

The Latin verb *indicare* means to point out. That is the general purpose of an index. Librarian W. I. Fletcher, who with William Frederick Poole was responsible for one of the first and most famous of periodical indexes, declared an index is "an arrangement (generally alphabetic but sometimes classified) of the analyzed contents of one book or of the books in a certain class, and is intended to show in what books and in what places in those books information is to be found on certain subjects."

A more concise definition by J. B. Nichols is "a table or list of references, arranged usually in alphabetical order, to subjects, names and the like, occurring in a book or other matter."<sup>1</sup>

The *Century dictionary* is authority for the definition, "a detailed alphabetic (or rarely classified) list or table of topics, names of persons, places, etc., treated or mentioned in a book or series of books, pointing out their exact positions in the volume."

Most concise of all is that definition which appeared in a little book by H. B. Wheatley entitled *What is an index?* (London, 1878): "An index is an indicator or pointer out of the position of required information. . . ."

Reexamining all of these definitions we come to the conclusion that an index, broadly speaking, *is a key to or an indicator of the contents of a volume*. Such a general statement makes no distinction between a table of contents and an index, as indeed there is none, if we accept the preceding definitions which permit a

<sup>1</sup> Nichols, J. B. Indexing. *Library Journal*. 1892. v.17, p.406.



classified as well as an alphabetical arrangement. And indeed, we have already seen an example of confusion on the difference between a table of contents and an index, in the *Congressional directory*.

The distinction between an index and a bibliography has been stated thus, as related to periodicals:

*Index*—furnishes a guide to the contents of periodicals

*Bibliography*—is a list of the titles of periodicals

This definition is not clear cut, of course. Such a publication as the *Readers' Guide* is generally considered a periodical index, but who will deny that a *Readers' Guide* volume includes numerous current bibliographies and that therefore, taken as a whole, the *Readers' Guide* issue may be considered a bibliography.

The distinctions between index and bibliography are fairly arbitrary, as are the differences between a bibliography and a catalog. For that reason the last two have been treated together in the next chapter, where more will be found about the definitions of these three types of reference tools.

#### VALUE OF INDEXES

Among reference books, Dr. Wyer calls indexes "A small group, but of an importance wholly out of proportion to its numerical strength. . . ."<sup>2</sup> Unfortunately, this importance, though recognized by librarians, has failed to impress itself on the reading public. Says Librarian Rush, "Readers see indexes; they know that such things may be found in the back of many books; yet they seldom examine them. Such lists of names and numbers form for them a sort of familiar dull background along with prefaces, forewords, footnotes, appendixes and bibliographies—a faintly confusing liturgy of the book trade."<sup>3</sup>

Omit an index, however, from a volume crammed full with as many facts as the *World almanac* contains, for example, and the intelligent reader will feel much as Lord Campbell felt long ago

<sup>2</sup> Wyer, J. I. *Reference work*. Chicago, A.L.A., 1930. p.31.

<sup>3</sup> Rush, C. E. Cultivating the index habit. *Library Journal*. 1930. v.55, p.590-93.

when he declared, "So essential did I consider an index to be to every book that I proposed to bring a bill into Parliament to deprive an author who published a book without an index of the privilege of copyright, and, moreover, to subject him for his offense to a pecuniary penalty."

#### KINDS OF INDEXES

Classified according to forms there are several kinds of indexes, some of which authorities occasionally list under bibliographies. In the next chapter a distinction between indexes and bibliographies will be indicated. Here, the following index forms are described:

1. *Alphabetical index*, which follows a straight dictionary arrangement and is usually the most useful
2. *Classified index*, resembling a table of contents, but usually an attempt to bring material arranged alphabetically into logical order
3. *Concordance*, an alphabetical list of words, and citations of their occurrence in a particular text
4. *Fact-index*, an index which not only lists and cites but in addition briefly describes. This form approaches the abstract or digest (See Chapter 11, Bibliographies)

Classified as to the types of material indexed, there are:

1. Indexes of books
2. Indexes of serials

The former includes the index of the individual volume, set of volumes or series of volumes. Among the latter are to be found indexes of almost every type of serial described in the previous chapter, periodicals, society and government publications, newspapers, pamphlets.

Dr. Wyer indicates still another type of index, the index to forms, such as short stories, plays, portraits, etc., but since these various forms are found either in books or serials, this class of index should group under one of the two types here indicated.

## STUDY OF INDEXES

Miss Mudge has listed five cardinal points for index evaluation. These deal with the nature of the material indexed, period covered, completeness, bibliographical information given and arrangement. To test on these points an outline with seven divisions, including scope and promptness of issuance in addition to the five cardinal points, is suggested.

Dr. Wyer's scheme divides all indexes into three classes: periodical, complete set, and form and subject indexes, but does not undertake to present detailed study points for each type. Under periodical indexes there are noted three subdivisions: volume indexes issued by individual periodicals, series indexes to several volumes, and general indexes of the *Readers' Guide* type.

Two publications which deal primarily with the making of an index, but which include excellent suggestions for evaluation, are those by Martha T. Wheeler and by Julia E. Elliott. The first appeared in 1905 among Melvil Dewey's Library bulletins, and is still probably the best manual of instruction available. Miss Wheeler's 13 rules for indexing might easily form the basis for an effective index study outline, except for the emphasis on detail.

Miss Elliott's article which appeared in the *Subscription Books Bulletin*<sup>4</sup> is more general and therefore concerned with broad principles. She contends there are three fundamental factors that enter into the making of an index: subject matter scope, style and method of treatment, and the reader's approach. As a rule the dictionary index is most useful when the analysis of content is full, when the selection of subject headings is intelligent and when the style is attractive. Full content analysis calls for idea entries in the index as well as for fact and name entries. Intelligent subject heading selection calls for a knowledge both of the subject and the reader. Runin paragraphs are largely responsible for unattractive style in indexes. On these principles, standards for evaluating index forms can readily be formulated.

Annotations comprise another factor which may add considerably to the value of an index, as evidenced by abstracting enter-

<sup>4</sup> Making and evaluating an index. *Subscription Books Bulletin*. 1933. v.4, p.33-36.

prises like *Biological Abstracts*, *Book Review Digest*, etc. One group of librarians is strongly in favor of such annotation for all periodical indexes.<sup>5</sup> However, as was pointed out by one Wilson indexer, Wilson detailed subject entries represent a type of annotation, which enables these indexes to be published relatively inexpensively.<sup>6</sup>

The following study outline includes most of the factors considered and is an example of a scheme successfully used in a first-year reference course:

### INDEXES—STUDY OUTLINE

- I. *Period covered*
  - A. *Date* for each separate index volume, leaving open entry if still in progress
  - B. *Frequency*, if serial, weekly, monthly, quarterly, etc.
  - C. *Cumulations*: scheme and frequency
- II. *Materials indexed*
  - A. *Number*: give approximately, in terms of volumes, periodicals or articles
  - B. *Kinds*: books, periodicals, newspapers, documents
  - C. *Subject*: general, or indicate special
  - D. *Style*: popular or scholarly
  - E. *Country*: American, foreign
- III. *Form*
  - A. *Complete or selective indexing*: if latter, note basis of selection
  - B. *Arrangement*: dictionary, classified, author, title, subject
  - C. *Entry fulness*: author, title, source, collation, date, etc.
  - D. *Annotation*: Information given
- IV. *Special features*: anything characteristic of this index and no other

### II. BOOK INDEXES

Most books of information have indexes and many books of recreation could well afford them. Perhaps the best suggestion for the latter type of books was made by Mark Twain when he urged authors who contemplated cluttering up their narrative with "classic" descriptions of nature, cathedrals and battle plans

<sup>5</sup> Bonnell, Margaret. Are annotations needed and practical in our periodical indexing service? *Special Libraries*. 1932. v.23, p.304-05.

<sup>6</sup> Kohn, Leona. What price annotations. *Special Libraries*. 1932. v.23, p.305-06.



(chiefly for the sake of plaguing college students in literature classes) to place such descriptions in an appendix, adequately indexed. This would enable young people to read for enjoyment and some English teachers to devise additional exercises for diverting potential readers to other activities.

Every reference book intended to be used at some time or other for specific information requires an index. The better the index, the more useful the book is likely to be for reference. The quality of indexing varies greatly. Of the reference books examined thus far, encyclopedias and yearbooks have probably the best indexes. Such a colossal index as that in the 24th volume of the *Britannica* with its half million entries is remarkable for its scope, if not for its form. The run in paragraphs employed are a hindrance to rapid use, and the selection of subject headings is not always consistent. (Cf. the subheadings under "Agriculture" and "Agricultural.") The *Compton* index, though not as extensive an undertaking, is superior in form, both from the standpoint of heading selection and paragraph style. Such indexes as those contained in the *World almanac* and *Lincoln library*, regardless of form quality, are a vital necessity to any reference use of these volumes.

General book indexes for more than one title are found among such literary form indexes as the *Index to poetry and recitations*, and the various indexes to short stories, plays and collections of essays and orations. A general subject index to early English books is Peddie's *Subject index of books*,<sup>7</sup> the aim of which is to supplement the subject index to modern books after 1880 in the British Museum, a task originated by G. K. Fortescue. Nearly 100,000 works have been indexed by Peddie under thousands of subject headings arranged in alphabetic order. The selection of subject headings has been made to throw as much light as possible on smaller and more obscure subjects rather than on the great general divisions of History, Religion and the other subjects on which bibliographies already exist. As the compiler puts it, "the

<sup>7</sup> Peddie, R. A. *Subject index of books published before 1880*. London, Grafton, 1933. 745p. 210s.

———Second series. London, Grafton, 1935. 857p. £10 10s.

more general a subject, the less need there has been for treating it at length." Other limitations include the omission of personal biographies unless a definite subject is developed by them and confinement to books, unless main sources for a subject are pamphlets, dissertations, periodical reprints. The arrangement is chronological under each subject, and alphabetical under each year. Numerous bibliographies as well as the *British Museum catalog* were checked. Each entry includes author's last name and initials, title, frequently abbreviated, and date.

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- ① A.L.A. index; an index to general literature: biographical, historical, and literary essays and sketches, reports and publications of boards and societies dealing with education, health, labor, charities and corrections, etc., etc., by William I. Fletcher . . . with the cooperation of many librarians, issued by the publishing section of the American Library Association. Boston, Houghton, 1893. o.p.
- 2d ed. greatly enlarged and brought down to January 1, 1900. Boston, Houghton, 1901. 679p. o.p.
- Supplement 1900-1910; a cumulation of the index to general literature sections of the Annual literary (library) index 1900 to 1910 inclusive, to which has been added analytical entries to 125 books heretofore unanalyzed in print. Chicago, A.L.A., 1914. 223p. o.p.
- 

An American index to books which has had much more library use is the *A.L.A. index*, the purpose of which was "to index as far as possible all books common in our libraries which treat several subjects under one title, and to the contents of which the ordinary catalogue furnishes no guide, although they are generally treated analytically in the more elaborate library catalogues."

The classes of books included:

1. Essays, collections of critical, biographical, and other monographs
2. Travel, general history and other subjects, whose chapters or parts are worthy of separate reference, treating with some fulness individual persons, places, events, topics

3. Society publications: reports and publications of boards and associations dealing with sociological matter, education, health, labor, statistics, etc.; also publications of historical and literary societies
4. Miscellaneous books

Limitations of the *A.L.A. index* are clearly outlined in the preface as follows:

1. Only books in the English language
2. Generally, books found in most of our libraries
3. History and travel sparingly included
4. Sociological reports quite generally indexed, references being made only to papers of some importance. Among U.S. documents, only consular reports and a few others are indexed

In all, over 2,800 volumes were indexed, and the list of books indexed follows the index. The second edition, almost twice the size of the original, brought the indexing down to 1900. Additional material, for the most part, came from two sources:

1. *Annual literary index*, 1893-99, which will be described more fully in connection with the Poole system of periodical indexing
2. More books like those indexed in the first edition

A supplement, covering the period from 1900-10, based on the general literature indexing in the *Annual literary index*, 1900 through 1904, and the *Annual library index*, 1905 through 1910, closed this venture.

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- ② Essay and general literature index, 1900-1933, an index to about 40,000 essays and articles in 2,144 volumes of collections of essays and miscellaneous works; ed. by Minnie Earl Sears and Marion Shaw; preface by Isadore Gilbert Mudge. N.Y., Wilson, 1934. 1952p. Service basis.
- Supplements, 1934- . N.Y., Wilson, 1937- . Service basis.
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The modern successor to the *A.L.A. index* is the *Essay and general literature index* which, because of its importance to modern reference work, is the book index to master. Accordingly, it

will be examined in terms of the suggested study outline for indexes.

Just as the *A.L.A. index* is a key to the contents of 19th century books of essays and other materials, the *Essay and general literature index* is the index of 20th century books. That is not to say the *Essay and general literature index* is the only book index since 1900, because we have already seen that the *A.L.A. index supplement* indexed books published from 1900 to 1910. The *Readers' Guide*, which will be studied in the next section, included in its 1905-14 cumulated volumes and in the 1907-15 *Supplement*, an index to some 652 composite books. Further, when the H. W. Wilson Company took over the periodical indexing work, that Company intended to index books in its *Standard catalog*. The character of the *Standard catalog*, a book selection tool, however, prevented indexing all the books librarians used. As a result, the *Essay and general literature index* was undertaken.

The foundation volume covers the period 1900-33; semi-annual, paper-backed issues will appear in July, and annual cumulations at the end of each year, cumulating ultimately into a 1934-40 seven-year, permanent volume.

Over 2,000 volumes containing a total of 40,000 essays were indexed in the foundation volume, and approximately 200 additional volumes are being indexed in the annual cumulations. Essays in all fields are included, with special emphasis on biography and criticism. *Festschriften*, at first included, were later omitted because of their great number. ("Festschrift" is a collection of essays, studies, theses, etc., by colleagues in honor of the anniversary of a great scholar.) The selection of actual titles is based on the vote of 49 collaborating libraries—36 public, 12 college, and one school libraries. Although only books published since 1900 are included, it should be remembered that such books will include a great many essays by earlier writers such as Addison, Bacon, Carlyle, Emerson, Hazlitt and Lamb.

The arrangement is dictionary, with authors, title, subjects and cross references in one alphabet. Author entries are arranged as follows: (1) author's works; (2) works about the author;



(3) criticisms of individual works. Subject entries, of which there are 40,000, are based on Library of Congress. There are comparatively few title entries, but essays which appeared under various titles have adequate cross references. Following the index is a list of the books indexed.

A summary of the principal general book indexes, the periods covered and the subjects for which they are most useful follows:

#### BOOK INDEXES

<i>Index</i>	<i>Period</i>	<i>Subjects Especially Useful for</i>
A.L.A.	19th century	Essays, society publications
Annual literary	1892-1904	
Annual library	1905-1910	Travel
A.L.A. supplement	1900-1910	Travel
Readers' Guide and supplement	1905-1915	Non-essay, travel
Essay and general literature	1900-1940	Essays, biography, literary criticism

The *A.L.A. supplement* and *Readers' Guide* are listed for subjects not duplicated by the *Essay and general literature index*.

### III. SERIAL INDEXES

#### PERIODICALS

Every modern periodical has its own annual index, frequently cumulative. These indexes vary in quality and in periods covered. Some examples of useful indexes to individual publications are the cumulated indexes to the *Book Review Digest*, to Barnard's *American Journal of Education*, to the *National Geographic*, 1899-1936, etc.

The two best-known and most widely used systems of general periodical indexing are Poole and Wilson, the former for the 19th century chiefly, and the latter for the 20th century.

1. *The Poole System*, named for William Frederick Poole, librarian of the Newberry library, Chicago, comprises:

- a) *Poole's index to periodical literature*, 1802-81
- b) *Poole's index supplements*, 1882-1906, comprising five volumes
- c) *Annual literary index*, 1892-1904
- d) *Annual library index*, 1905-10

Because of the pioneer nature of this work, its history is of unusual interest. The author of the system, as a student in Yale University, had noticed that the old periodicals in the college library were almost never used, chiefly because no one was aware of their contents. Poole, therefore, decided to index several standard sets which contained articles on many subjects about which students inquired but received very little material. Poole's first crude index in manuscript form proved so popular that it became necessary to print the material. This first edition, a rarity now, appeared as *Index to subjects treated in the reviews and other periodicals* (New York, 1848. 154p. 8v.). In a very short time, the 500 copies were taken up by libraries, and a second, enlarged edition bringing the indexing down to 1852, appeared under the title, *Index to periodical literature* (New York, 1853. 521p.). This time 1,000 copies were printed and, like the previous edition, were sold almost immediately.

The need for periodical indexing grew steadily more insistent thereafter. Libraries, in desperation, began indexing the periodicals for themselves, much as they cataloged their books, inserting the cards for periodicals among the cards for books in the catalog.

One cannot help speculating, on this historical precedent, whether the present scheme of individual cataloging of books, will not to a much greater extent be replaced by cooperative book indexing, and whether the H. W. Wilson *Essay and general literature index* is not pointing the way. The question may well be asked whether, with the degree of standardization of book collections in our popular libraries, a separate catalog department is necessary for each individual library. Certainly the old objection to book catalogs on the grounds of intercalation is less important when a publisher like H. W. Wilson is able to issue cumulations and supplements as frequently as twice a month. One can therefore readily see the possibilities of a standard catalog for public, college, school libraries, and for various subject fields, cumulated and sold on the service basis. Many libraries will of course have books not included in the catalog, just as many libraries today have periodical sets not indexed by the Wilson

indexes, but these libraries will be the exceptions entitled to supplementary card catalogs.

Finally, to return to Poole's history, when the American Library Association was organized in Philadelphia in 1876, periodical indexing was immediately thrust to the fore as an important need. Accordingly, Poole proposed the following plan:

I would print and send to all the principal libraries a list of periodicals which it was desirable to index, on which such complete sets as the library had would be checked and the lists returned to me. Having received these lists, I would make an equitable distribution of the work, taking a full share of it myself, and giving to the larger libraries more, and to the smaller libraries less (thus anticipating Wilson's "service basis"). Each library would engage to index according to a code of rules, which would be furnished the set or sets of periodicals allotted to it, and send the references to me, who would revise, arrange, and incorporate the same with the matter of the edition of 1853 and with the work of all the other contributors. I would assume all the pecuniary responsibilities incurred, employ such assistance as was needed, print the work, and furnish a copy to each contributing library.

The plan was adopted by acclamation, and at Poole's suggestion, Justin Winsor and Charles Ammi Cutter were appointed to assist as technical advisers. After the work had been in progress for a year, Poole appeared before the British Library Association where his plan was agreed to with misgivings in view of the failure of a similar plan for the Philological Society's dictionary. An allotment was made to English librarians, but of the 25 periodicals assigned, only 8 were completed in time for inclusion. On which Poole remarks in his preface, "Perhaps the climate and social customs of England are not so favorable as they are in America for night work."

The diagram on p.173 indicates the period covered by the Poole system of periodical indexing—about 109 years, counting the last volume of the *Annual library index*. An easy way to remember the various periods is to memorize the terminal dates of each part, as follows:

Foundation volume, 1802-81

Five-year supplements, 1882-1906

Annual literary index, 1892-1904

Annual library index, 1905-10

Study those dates and you will be able to reconstruct the history of the system. When *Poole's index* had been completed, librarians at once demanded a method for keeping the indexing up to date. A five-year supplement for 1882-86 was undertaken, but not completed until nearly another five years had elapsed. Heroically, the librarians set out to catch up with time, and produced the second supplement, 1887-91. It then became obvious that five years comprised too long a period to wait, and so the librarians went into the business of making annual indexes. The first, for

PERIODICAL INDEXES																							
1802	82	86				92	96	00	02	05	07	10											
Poole's index																							
5-Year Supplement	1	2	3	4	5																		
Annual literary index						1	2	3	4	5	6	7	8	9	10	11	12	13					
Annual library index																		1	2	3	4	5	6
Readers' Guide																							
International index																							

1892, was called the *Annual literary index*, and with the next four was combined to form another five-year supplement, 1892-96. Five more *Annual literary indexes* cumulated to form the fourth supplement, 1897-1901. The fifth and last five-year supplement saw a change in form and name for its component annuals. The 1905 *Annual* became the *Annual library index*,



and with the following *Library annual* and the three preceding *Literary annuals* formed the final five-year supplement. Four more *Annual library indexes* appeared before the Poole system gave way to the newer and improved Wilson indexing system.

When one considers the following statistics—590,000 articles indexed, in 12,241 volumes, of 470 American and English periodicals—one marvels at the achievement of Poole's cooperative venture. Primarily, the serials indexed were those English language periodicals likely to be found in public and private libraries. The year 1802 was probably chosen because two important journals, *Edinburgh Review* and *Christian Observer*, began in that year, and only one periodical, the *Methodist Magazine*, had begun earlier. All other important periodicals which continued through most of the 19th century, began after 1802.

A fairly complete job of indexing was done, Poole's instructions to the 51 cooperating libraries reading on this point, "References to trivial and inconsequential matters must be avoided." This meant omission of very brief articles and notes, minor book reviews and, because of faulty collaboration, some material from the incomplete English journals.

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- ③ Poole, W. F. Poole's index to periodical literature . . . with the assistance of William I. Fletcher and the cooperation of the American Library Association and the Library Association of the United Kingdom. rev. ed. Boston, Houghton, 1891. 2v. o.p. (Bulletin of Bibliography, 2:24, 40-41, 56-58, 75-76, 133-34; 3:25-26; 4:11-12, 72, contains errata.)

——Supplements: v.1, 1882-1886; v.2, 1887-1891; v.3, 1892-1896; v.4, 1897-1901; v.5, 1902-1906. o.p.

——Reprint. N.Y., Peter Smith, 1938. 6v. in 7. \$60 set; \$10 per v.

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Poole's foundation volume is primarily a subject index. There are no entries under author unless the author is the subject of the article. In general, therefore:

- I. Informational articles are entered under subject.

- II. Imaginative writings—fiction, poems, plays—are entered under first word of title.
- III. Book reviews of
- A. Informational books are entered under subject of the book.
  - B. Imaginative books are entered under author (who is subject of review).

Information given under each entry includes:

1. Title, under catchword, or important word.  
*Example,*  
 Glaciers  
 —Active, in United States. (C. King) *Atlan.* 27:371  
 —Agency of, in the Erosion of valleys (W. H. Niles) *Am. J. Sci.* 116:366  
 —Ancient, in Auvergne (W. S. Symonds) *Nature* 14:179  
 —and Glacier Theories. *Nat. R.* 9:1—*Westm.* 67:418
2. Author's name in curves when known
3. Title of periodical abbreviated
4. Volume, and first page only: not inclusive paging
5. Date, not given in entry, can be surmised from chronological conspectus at beginning of volume. This chronological conspectus is a unique spacesaver. It looks like this:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
	Edinburgh Review.	Methodist Magazine.	Christian Observer.	Eclectic Review.	Portfolio (Dennie's).	Quarterly Review	Niles's Register.	Walsh's American Review.	Analectic Magazine.	General Repository.	Pamphleteer.	North American Review.	Blackwood's Magazine.	Monthly Review.	[Am.] Methodist Magazine.	Congregational Magazine	Am. Journal of Science.	Christian Disciple.	Christian Mo. Spectator.	Edinburgh Mo. Review.	Edinburgh Philos. Journal	London Magazine.	Retrospective Review.	Western Review.
1802 ..	1	25	1																					
1803 ..	2	26	2																					
1804 ..	4	27	3																					
1805 ..	6	28	4	1.2																				
1806 ..	8	29	5	4																				
1807 ..	10	30	6	5																				
1808 ..	12	31	7	6																				
1809 ..	14	32	8	10	1.2	1.2																		
1810 ..	16	33	9	12	4	4																		
1811 ..	19	34	10	14	6	6																		
1812 ..	21	35	11	16	8	8	1.2	1.2																
1813 ..	23	36	12	18	10	9	4	1.2	1.2			1												
1814 ..	25	37	13	20	12	11	6	4	4			2												
1815 ..	27	38	14	22	14	13	8	6	6			4	1											
1816 ..	29	39	15	24	16	15	10	8	8			3	3											
1817 ..	30	40	16	26	18	17	12	10	10			8	5											
1818 ..	31	41	17	28	20	19	14	12	12			10	7	84		1	1							
1819 ..	32	42	18	30	22	21	16	14	14			12	9	3	87		2	2	1	1	1	1		
1820 ..	34	43	19	32	24	23	18	16	16			14	11	7	93	3	3	2	2	2	3	3	1.2	1.2

Preceding the chronological conspectus is an alphabetical list of periodicals with abbreviations and the individual periodical's number in the conspectus. For example, a reference in *Niles Register* 5:12 sends me to the alphabetical list where I learn *Niles Register* is periodical number 7. Consulting the chronological conspectus, I find that the last volume issued in 1813 was 4, and in 1814, was 6. I conclude, therefore, that my reference appeared in *Niles Register*, the first half of 1814. It is this chronological conspectus which may be remembered as a special feature.

An abridged edition of *Poole's index* intended for smaller libraries indexed 37 periodicals still being published in 1899.

The five-year supplements followed the scope and form of the foundation volume to the end. When the annuals began to appear, the supplements used only the periodical indexing of the *Annuals*. Such book indexing as was done by the *Annual literary index* from 1892-1904, and by the *Annual library index* from 1905-10 was incorporated in the revised *A.L.A. index* of 1900, and in the *A.L.A. index supplement*, of 1900-10.

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- ④ Annual literary index, 1892-1904, ed. with the cooperation of the American Library Association and of "the Library Journal" staff, by William I. Fletcher and R. R. Bowker. N.Y., Publishers' Weekly, 1893-1905. 13v. o.p.

Annual library index, 1905-10, ed. with the cooperation of members of the American Library Association, by William I. Fletcher and others. N.Y., Publishers' Weekly, 1906-11. 6v. o.p.

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The *Annual literary index* varied from the foundation volume in several particulars. In the matter of scope, indexing was extended to include composite books, as well as periodicals, and in 1895, the "Index of dates to principal events," a newspaper index in fact, was added. The contents of an *Annual literary index* volume, for example that of 1897, will indicate scope: (1) Index to periodicals, including lists of periodicals and collaborators; (2) Index to general literature, including list of

books indexed; (3) Author index to both periodicals and books; (4) Bibliographies of 1897, published in England and America; (5) Necrology of writers deceased in 1897; (6) Index to dates of principal events for 1897.

The *Annual library index*, which appeared for the first time in 1905, represented more than merely a change of name. A fundamental change was effected with regard to form when the arrangement became "entry by author and title, and subject, when not indicated in the title" (1905. p.iii). Four kinds of type were used as follows: heavy for author; light caps for subject; normal for title; and italics for fiction.

Additional content features were also added. The 1910 annual, which closed the Poole system, had the following contents: (1) Index to periodicals—dictionary arrangement; (2) Index to general literature—dictionary arrangement; (3) Bibliographies; (4) Necrology; (5) Index to dates of principal events; (6) Select lists of public libraries in the United States and Canada; (7) Select list of private collectors of books.

The annual indexes were from the start edited by W. I. Fletcher and issued from the *Publishers' Weekly* office, even while the five-year supplements were appearing under the imprint of Houghton Mifflin.

2. *The Wilson system*. In many ways, the steps which led to the establishment of the greatest indexing system in the world paralleled those taken by its predecessor. Halsey W. Wilson, while a student in the University of Minnesota, where he also ran the bookstore, developed a book list, a debate index, and a selected periodical index. The first originated as an aid to his book business and became the great *United States catalog—Cumulative Book Index* scheme. For the debating teams of the University of Minnesota, Mr. Wilson prepared outlines and bibliographies, which proved very popular among students, and which ultimately grew into the series known as the *Debaters' handbooks* and the *Reference shelf*. The periodical index was begun in 1900, by indexing 15 popular periodicals found in most libraries, for the purpose of meeting the need which brought an abridged *Poole's*. This early Wilson index became the *Readers'*



*Guide* and established the foundation for an indexing system which is the standard for the world.

No better statement of the principles responsible for the success of Wilson indexes can be found than that made by Miss Edith Phelps in the *A.L.A. Bulletin* in 1926:

During the 26 years in which The Wilson Company has been engaged in the making of periodical indexes, it has found it possible to approach the ideal index most nearly by: (1) offering to all subscribers an opportunity to participate in the selection of periodicals for indexing, (2) establishing efficient methods of work, (3) establishing the service basis of charge, which, (a) enables each library to pay toward the indexing according to the amount it uses, and (b) permits the cost of indexing any periodical to be borne by those subscribing for that periodical and so benefiting from its indexing.<sup>8</sup>

Briefly, these three principles have been put into practice as follows:

First, from time to time, librarians are asked to indicate which periodicals they want indexed in any one index. The *Abridged Readers' Guide*, for example, came in response to the demand of school librarians, and as a result school librarians were asked to vote for the periodical titles they wanted indexed.

Second, one visit to the H. W. Wilson plant in New York City will convince any one of the truth of Miss Phelps' statement about efficient methods of work. Different visitors will of course be impressed by different things there—files of entries in type, the huge presses, the system in the editorial department. But above all, everyone will come away with a feeling of work exceptionally well planned and systematized.

Third, all Wilson indexes are paid for in proportion to the amount of use made of them. Library "A" pays twice as much for the *Readers' Guide* as Library "B," because "B" subscribes to only 50 of the periodicals indexed by the *Readers' Guide*, and therefore receives only half as much potential service from that tool as does "A," which subscribes to 100 of the periodicals

<sup>8</sup> Phelps, Edith. Problems involved in making periodical indexes. *A.L.A. Bulletin*, 1926. v.20, p.532.

indexed. Beside the point, but probably true, is the fact that Library "A," with a larger budget, can afford to pay more.

The Wilson periodical index system is based on the following general indexes:

- a) *Readers' Guide to Periodical Literature*, 1900 to date
- b) *International Index to Periodicals*, 1907 to date

and the following special periodical indexes:

- c) *Agricultural Index*, 1916 to date
- d) *Art Index*, 1930 to date
- e) *Education Index*, 1929 to date
- f) *Industrial Arts Index*, 1913 to date

These do not, of course, comprise the entire indexing system, there being in addition indexes for books like the *Book Review Digest*, the *U.S. catalog* system, and for other serials and pamphlets, like the *Vertical File Service*. However, these last services, as well as the four special periodical indexes, are discussed elsewhere in connection with their respective fields. Here attention will be concentrated on the general periodical indexes.

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- ⑤ *Readers' Guide to Periodical Literature*, 1900- . N.Y., Wilson, 1905- . Service basis.
- 

The first cumulation of the *Readers' Guide*, that of 1900-04, resulted from the consolidation of the *Cumulative Index to a Selected List of Periodicals*, and the *Wilson Readers' Guide*. The former index had been inaugurated in the Cleveland Public Library by W. H. Brett, and had been issued for 1896 and 1897 in quarterly and annual cumulations. The following year the index was taken over by a commercial firm which issued annual volumes to 1901, and irregular ones to 1903. In the meantime, the *Readers' Guide* had begun its career in Minneapolis in 1901, indexing about 20 periodicals and issuing an annual in 1901, and a two-year cumulation in 1902. After the merger of the two indexes in 1903, some new periodicals were added to the list, and the index was issued quarterly with cumulations at the end of 6, 9 and 12-month periods. Since the last annual cumulation

of the *Cumulative Index* had been for 1899, it was decided to issue a four-year cumulation from 1900 to 1904. This first cumulation indexed 67 periodicals, and was edited by Miss Anna Lorraine Guthrie, former reference librarian of the University of Minnesota.

The second cumulation covered the period 1905-09, indexed 99 periodicals, and introduced "also in the Same Alphabet an Index to 430 Books, Reports, etc., Constituting a Supplement to the Second Edition of the A.L.A. Index to General Literature." In the preface of neither the first nor second cumulation was there any mention of the rival Poole indexing system.

Succeeding cumulations cover periods as follows:

v.3, 1910-14	v.7, 1925-28
v.4, 1915-18	v.8, Jan., 1929-June, 1932
v.5, 1919-21	v.9, July, 1932-June, 1935
v.6, 1922-24	v.10, July, 1935-June, 1937

In 1935 two important features were added to the *Readers' Guide* indexing service, intended to aid both the very small and the larger libraries. For the small libraries, especially the school libraries, an *Abridged Readers' Guide*<sup>9</sup> indexing 25 selected periodicals is issued monthly during the school year. The minimum service charge for this index is less than half the minimum service charge for the unabridged index.

Under date of March 25, 1935, an experimental issue of the *Readers' Guide* appeared in response to a growing demand for a midmonthly issue to "shorten the gap between monthly numbers and to give subscribers even more 'up-to-the-minute' service than has been possible under the monthly schedule." The next midmonthly issue, April 25, outlined a plan for financing the increased service and again asked for votes. The third midmonthly carried the announcement of the adopted plan.

The plan adopted has the following features:

1. Midmonthly issue indexes material from the 5th to the 20th of the month to be released on the 25th.

<sup>9</sup> *Abridged Readers' Guide to Periodical Literature*, 1935-. N.Y., Wilson, 1935-. Service basis.

2. Monthly issue indexes material from the 5th to the 5th to be released on the 10th.
3. Since larger libraries profited proportionally more, the increase in cost was to be assumed on a proportionate basis, with the very small libraries now paying \$7 a year to continue to pay \$7 a year, and the very large libraries paying \$35 a year increased to \$41 a year, and the medium-sized library increased from \$21 a year to \$23 a year.

An average issue of the *Readers' Guide* indexes about one hundred American and Canadian general serials, most of which are popular periodicals of the type found in the average American public library. Included also are a few government and society publications, like the *U.S. Office of Education Bulletins* and the *Annals of the American Academy of Political and Social Science*.

A dictionary arrangement is used with emphasis on subject. Author and title entries are included, the latter especially for imaginative literature. Under each subject entry are given title, author, periodical, volume, paging and date. A sample entry follows:

#### AGRICULTURE

Growing things by magic. C. M. Wilson. il  
Pop Mech 65:204-6+ F '36

A list of periodicals indexed and a key to abbreviations precede the index itself.

The special feature of all Wilson indexing is the cumulation scheme. To cumulate, in library terminology, is defined as "to combine in successive issues the entries of preceding issues. . . ." (*Webster*. 2d ed. p.644.) Although cumulation in indexes is not a Wilson invention, the cumulative index as a reference tool has been perfected by Wilson and has come to be an inherent feature of all this company's indexing services.

The plan of cumulations for the *Readers' Guide* is illustrated by the following schedule taken from the issue of October 10, 1938:



<i>1938 Issue dated</i>	<i>Readers' Guide</i>		<i>International Index</i>
	<i>Unabridged</i>	<i>Abridged</i>	
January	July-Jan	Dec-Jan	Dec-Jan
February	February	Sept-Feb	
March	Feb-March	March	Dec-March
April	April	Mar-April	
May	Feb-May	May	
June	June & July 1937-June 1938 Bound Annual		July 1937-June 1938 Annual bound
July	July		July
August	July-Aug	July 1935-Aug 1938 3-yr Bd	
September	September	September	July-Sept
October	July-Oct	Sept-Oct	
November	November	Sept-Nov	July-Nov
December	Nov-Dec	December	

The *International Index* was begun in March, 1913, in response to a need felt by the larger libraries for an index to special periodicals, such as had been included in the list of periodicals indexed

- ⑥ *International Index to Periodicals, Devoted Chiefly to the Humanities and Science*, June, 1907- ; a Cumulative Author and Subject Index to a Selected List of the Periodicals of the World. N.Y., Wilson, 1916- . v.1- . Service basis.

by the Poole system. After the discontinuance of the *Annual library index* in 1910, this need was emphasized. At the time, the *Readers' Guide* was indexing about 100 general periodicals, as compared with the 470 English and American periodicals librarians had requested in their checking of 1877. Of course a great many of these publications had suspended and some others were

too infrequently used for most libraries, but when one considers the increased number of periodicals in the intervening time, one realizes that the suspension of the Poole system in 1910 meant reduction of the indexing service available to libraries by at least 300 titles. Hence the appearance of the *Readers' Guide Supplement* in 1913.

The first cumulation of the *Readers' Guide Supplement* was extended back to include 1907 and thus close the gap between the last five-year supplement of Poole (1902-06) and 1913-15 indexing of the *Readers' Guide Supplement*. It indexed all 19 special periodicals transferred from the *Readers' Guide* and 55 other periodicals. The cumulations to date are:

- v.1, 1907-15
- v.2, 1916-19
- v.3, 1920-23 (*Name changed to International Index*)
- v.4, 1924-27
- v.5, January, 1928-June, 1931
- v.6, July, 1931-June, 1934
- v.7, July, 1934-June, 1937

The *International Index* is currently published six times a year, cumulating as indicated in the cumulation schedule, p.182. At present, 240 periodicals are indexed, of which number, 108 are published outside of the United States, and 55 are in foreign languages. All of these are probably more fully indexed by the *International Index* than are the *Readers' Guide* periodicals by the *Readers' Guide*. Arrangement and entry fullness are about the same as in the *Readers' Guide*.

Special features of the *International Index* are such characteristics as will distinguish it from the *Readers' Guide*. Certainly the reference librarian should be able to tell them apart if by no other device than by the green cover of the *Readers' Guide* and the tan of the *International Index*. Content differences between the two consist in the number and kinds of periodicals indexed, the *International* indexing more than twice as many periodicals as the *Readers' Guide* and concentrating on scholarly American and foreign journals as contrasted to the general periodicals indexed by the *Readers' Guide*. The reference value of both indexes

can never be overestimated. Especially useful for general reference is the *Readers' Guide*, which answers scores of questions daily in any reference room.

A somewhat specialized periodical index because it limits itself to some 80 outstanding book review periodicals is the *Book Review Digest*. It does more than the other two indexes because it provides a digest of the book reviewed, excerpts from the various reviews cited, and indication of the tone of each review by means of a plus for "favorable" and a minus for "unfavorable," and an idea of the length of the review in terms of number of words.

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- ⑦ Book Review Digest, 1905- . N.Y., Wilson, 1905- .  
v.1- . Service basis.
- 

On the average about four thousand books a year are listed. The index is published monthly except July, cumulated semianually in August and annually in February. Every five years a cumulated index is provided.

#### NEWSPAPER INDEXES

A type of newspaper indexing service, as has been seen, was offered by the *Annual literary index* and *Annual library index*, from 1895 through 1910. For many years before that time, however, individual newspapers had indexed their own newspapers. Among them the *London Times* has probably the record for continuous published indexing service, dating back through *Palmer's index* to 1790. Librarians, too, have long maintained their own newspaper index files, especially to local papers.

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- ⑧ New York Times Index, 1913- . N.Y., the Times, 1913- .  
v.1- . Monthly \$18 per year; annual cumulation \$26; both  
\$33.50 per year.
- 

In this country, the oldest, more or less continuous, published index is that of the *New York Times*, whose modern era of service begins with 1913, but whose earliest printed index dates back to 1860. On the shelves of the newspaper division of the

New York Public Library there will be found the *New York Times Index* for 1860, 1863-1904, 1913-to date. The last date marks the beginning of most libraries' files, however.

Unlike a periodical index, the index to one newspaper is more or less an index to all newspapers, since major news appears in every newspaper, and minor news appears with varying degrees of emphasis in most newspapers. For this reason, the *New York Times Index*, being an index to the most extensive and comprehensive daily newspaper in America, is justified in calling itself a "Master-key to the news."

From 1913 through 1929, the *New York Times Index* was issued quarterly four times a year, without cumulations of any kind. Since 1930, the scheme calls for 12 monthly issues and an annual cumulated bound volume.

The *Index* is compiled from the late city edition of the *New York Times*, including daily, Sunday, book review and magazine issues. It is arranged alphabetically by subject-event, person and place, etc., with chronological listing under subject. Entry information under subject includes headline, date of newspaper issue, page and column, and in the case of Sunday papers, section number also. Example:

#### BIRDS

Mrs. G. G. Fry and party to study bird life in British Guiana, D1, V, 10:6

World famed carrier pigeon dies; nearly 18 yrs. old, D7, 8:5

The first reference appeared in the December first issue, a Sunday paper, in section five, p.10, column six. (Columns are numbered on any newspaper from left to right.) The second reference is to the December seventh issue, p.8, column five.

Large subjects, like "Accidents," for example, a heading with a great many subdivisions, are subdivided and outlined before the entries.

On January 1, 1938, the *New York Times Index* celebrated its 25th anniversary as a basic reference book by announcing its 5,000,000th news reference.



## PAMPHLET INDEXES

Several of the serial indexes also list pamphlet materials. *P.A.I.S.*, an index studied in connection with the social sciences, indexes pamphlet and mimeographed material as well as other serial publications.

But the one index devoted generally to ephemeral material is the *Vertical File Service*, already described in the previous chapter.

No more fitting way for closing the discussion on indexes suggests itself than the following quotation from Oliver Wendell Holmes included in the *Readers' Guide, 1910-1914*:

A great portion of the best writing and reading—literary, scientific, professional, miscellaneous—comes to us now, at stated intervals, in paper covers. The writer appears, as it were, in his shirt-sleeves. As soon as he has delivered his message the book-binder puts a coat on his back, and he joins the forlorn brotherhood of “back volumes,” than which, so long as they are unindexed, nothing can be more exasperating. Who wants a lock without a key, a ship without a rudder, a binnacle without a compass, a check without a signature, a greenback without a goldback behind it? Arranged, bound, indexed, all these at once become accessible and valuable.

## READINGS

- AMBERG, A. J. Applied indexing. Chicago, Amberg Co., 1918. 42p.
- BONNELL, MARGARET. Are annotations needed and practical in our periodical indexing service? *Special Libraries*. 1932. v.23, p.304-05.
- BROWN, G. E. Indexing; a handbook of instruction. N.Y., Wilson, 1921. 137p.
- CLARKE, A. L. Manual of practical indexing. N.Y., Wilson, 1905. 184p.
- ELLIOTT, J. E. Making and evaluating an index. *Subscription Books Bulletin*. 1933. v.4, p.33-36.
- KOHN, LEONA. What price annotations. *Special Libraries*. 1932. v.23, p.305-06.
- MUDGE, I. G. Minnie Earl Sears, 1873-1933. *Wilson Bulletin*. 1934. v.8, p.288-90.
- NICHOLS, J. B. Indexing. *Library Journal*. 1892. v.17, p.406-18.
- RUSH, C. E. Cultivating the index habit. *Library Journal*. 1930. v.55, p.590-93.
- TITCHENER, E. B. A plea for summaries and indexes. *Amer. Jour. of Psychology*. 1903. v.14, p.84-87.
- WALSH, J. W. T. Indexing of books and periodicals. N.Y., Bowker, 1931. 118p.
- WHEATLEY, H. B. What is an index? A few notes on indexes and indexers. London, Sotheran, 1878. 96p.

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# Government Publications

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## I. INTRODUCTION

### WHAT THEY ARE

By far the most common imprint in the world reads, "Washington, Government printing office." Over one million titles have been issued by Uncle Sam, and unless the presses of Soviet Russia have overtaken us, our annual output of one hundred million copies sets the pace.

An official definition of a government publication is given in the *Checklist of United States public documents 1789-1909* (3d ed. Washington, Govt. Print. Off., 1911. p.vii) :

Any publication printed at Government expense or published by authority of Congress or any Government publishing office, or of which an edition has been bought by Congress or any Government office for division among members of Congress or distribution to Government officials or the public, shall be considered a public document.

Simplified, this definition means any publication issued by the authority of a government is a government publication.

Although this chapter is almost entirely devoted to United States government publications it is unnecessary to point out that documents of importance are issued by foreign and by our own state and local governments.

### THEIR REFERENCE VALUE

The value of government publications can be summarized as follows:

1. *Authority.* The government's imprint alone would insure

authority but the reputations of the many specialists regularly and specially employed permit the librarian to place specific responsibility for individual works.

2. *Economy.* The publications are available to libraries free or at very little cost.

3. *Timeliness.* Latest available material is presented, usually, first in documents.

4. *Quality.* Government publications are recognized by the world of scholarship as "source" or "primary" material.

5. *Readability.* Considerably more attractive publications with the popular reader in mind are being issued. (Indeed, one bookseller was prosecuted some time ago for selling free documents which were attractive enough in format to pass for commercial publications.)

For all these advantages, however, documents have enjoyed the reputation of materials difficult to use. In part, this is attributable to the frequent changes of publication sources and the consequent variations in bibliographical form. But equally responsible in the past has been the method of distribution, the inadequacy of indexes, poor editing, and too little attention to format. As an example of past difficulties upon which so much of the present prejudice is based, it must be recalled that prior to 1922 depository libraries were obliged to take every document issued. Imagine some of the smaller libraries, inadequately staffed and housed, harried and submerged as each mail brought from Washington documents by the bagful. There was nothing to do with these publications but pile them in basement or attic, ceiling-high, and nourish a lasting grudge against the publisher.

#### PRINTING AND DISTRIBUTION

Prior to 1860, Congress authorized the printing of government publications by a private printer at a set rate. The printer selected depended on the political party then in power. For example, with Adams or a Whig majority in Congress the award went to Gales and Seaton; with the Democrats or Democrat-Republicans in majority, the printing job was given to Duff Green or Blair Rives. These names on the title pages of government publications there-

fore are a clue to the political hue of the Congress under which documents were issued. The editing and printing in this period were usually poorly done.

Long before 1860, however, steps toward the establishing of a national printing office had been taken. The first recommendation for a national printing office was made as early as 1818. Government reform moves slowly, however, and it was 1846 before a Joint Committee on Printing was created by law. Six years later an act appointing a Superintendent of Printing was passed and in 1860 the act establishing a government printing office was approved. The following year the government began its own printing. But although the fight for better printing had been won, a long battle on efficient distribution remained.

At first, government publications were distributed by the Library of Congress and the Secretary of State. The authority was transferred to the Secretary of the Interior in 1857-58, and in 1861 the authority to designate depository libraries was added. The government now had set up a modern printing plant which was experimenting with and improving the art of printing. It was only natural that improvement in distribution should be sought. In 1869, a Superintendent of Documents was appointed under the Interior Department, but Congress still continued to distribute publications indiscriminately. As early as 1882, Dr. John G. Ames, then Superintendent of Documents, whom we shall meet again, urged the centralization of distribution. His efforts finally gained recognition in the Printing Law of 1895 which abolished the office in the Interior Department and created a new position in the Government Printing Office, centralizing distribution there.

At present government publications are distributed free to the following depositories:

One for each state library	48
One for each territorial library	2
One for each Congressional district	435
One designated by each Senator	96
One designated by each Delegate for a territory	2
	<hr/> 583



plus the following provided for by special legislation:

One for each executive department library existing in 1895	8
U.S. military and naval academies	2
Alaska Historical Society	1
Philippine Library	1
American Antiquarian Society	1
One for each land-grant college	67
	<hr/> 663

Nondepository libraries may secure copies under the same conditions as individuals:

1. Free, through members of Congress or by applying to the various executive agencies
2. Purchase, from the Superintendent of Documents, to expedite which the Division issues five-cent purchase coupons which may be obtained in dollar quantities.

The normal distribution of printed matter by the Documents Office averaged 70,000,000 copies annually. This average shot up to over 500,000,000 copies in 1935 due to the activities of the emergency agencies.

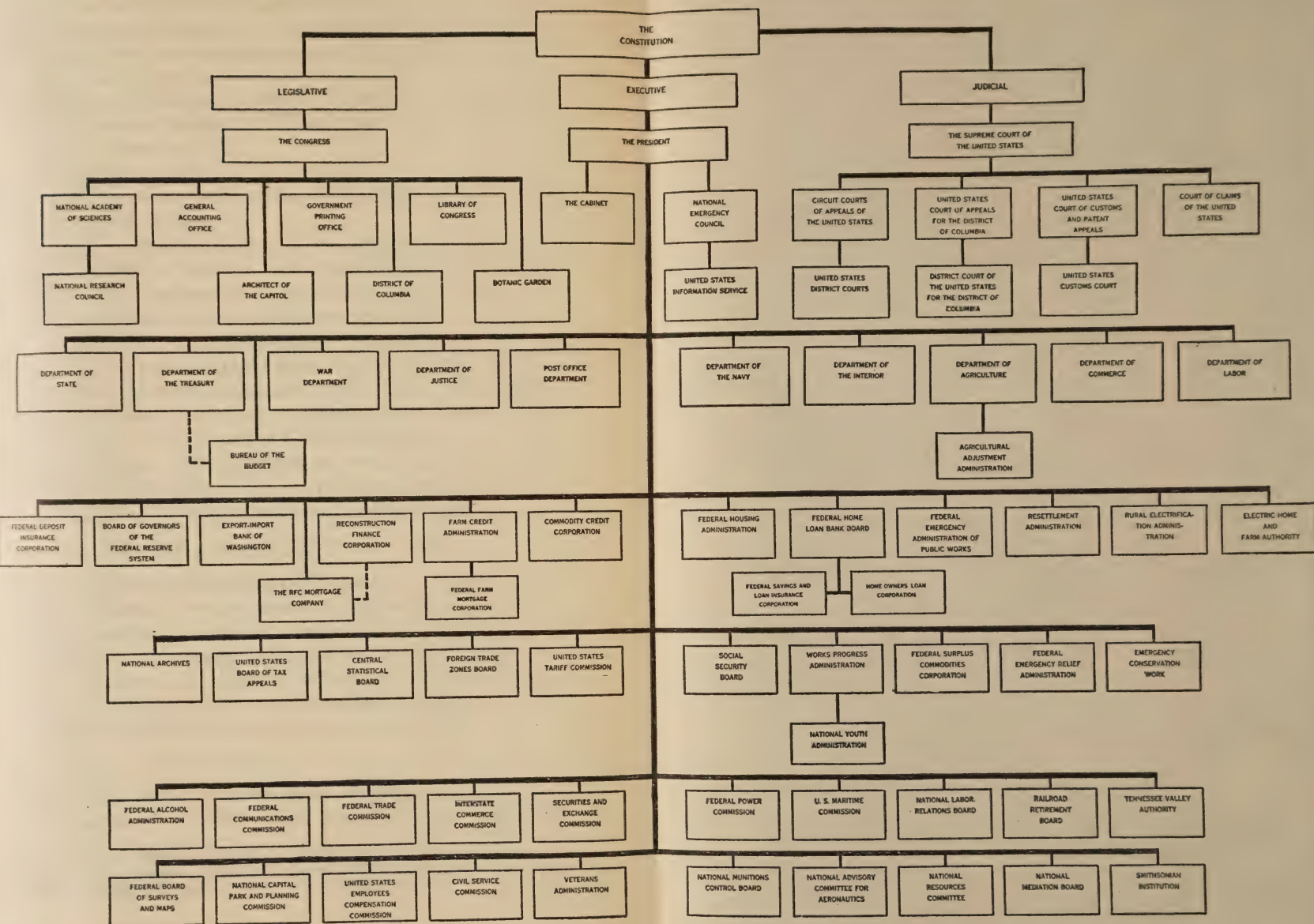
#### SOURCES OF FEDERAL DOCUMENTS

Formidable as federal documents seem and probably are, it is possible to gain an intelligent general comprehension of them in a short time provided one does not bog down on details. The starting point is the government itself and the various agencies which constitute the issuing sources. By examining the accompanying chart the federal plan becomes at once evident.

Unfortunately, complications develop from the fact that government organization is continually changing. Recourse should be had, therefore, to a comparatively new reference tool which provides current information on the organization of the United States government.

# THE UNITED STATES OF AMERICA

## THE FEDERAL GOVERNMENT



THIS CHART IS PREPARED FOR GENERAL INFORMATIONAL PURPOSES. IT SEEMS TO SHOW THE MORE IMPORTANT AGENCIES OF THE FEDERAL GOVERNMENT CHARTERED UNDER THAT BRANCH OF THE GOVERNMENT OF WHICH THEIR FUNCTIONS ARE MOST REPRESENTATIVE. DIVISIONS AND BUREAUS OF THE ESTABLISHED EXECUTIVE DEPARTMENTS AND AGENCIES ENGAGED IN BRINGING UP THEIR AFFAIRS, ARE NOT SHOWN. ALL AGENCIES OF CURRENT OR EMERGENCY IMPORTANCE ARE INCLUDED.

INFORMATION AS TO BUREAUS AND LESSER SUBDIVISIONS OF GOVERNMENT AVAILABLE AT UNITED STATES INFORMATION SERVICE, 1425 G STREET N.W., WASHINGTON, D. C. TELEPHONE DISTRICT 4039 AND IN THE UNITED STATES GOVERNMENT MANUAL



This is "an outline of the functions and organization of the Federal government agencies . . . authenticated and approved by the heads of the respective departments and agencies and their

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- ① U.S. National Emergency Council. United States government manual; revised currently. Washington, Govt. Print. Off., 1934- . loose-leaf. \$2.
- 

chief counsel," kept currently revised by loose-leaf insertions distributed from time to time.

It presents in sequence charts of the legislative branch, and charts and outlines of function, history and purpose of the executive departments, bureaus and independent establishments. The names of the officers in each division are also listed.

As a further aid to an understanding of any one governmental division the various monographs issued by the Institute for Government Research<sup>1</sup> are recommended. Each of these monographs deals with the history, activities, organization and publications of one government unit, such as the Children's Bureau, or the U.S. Office of Education. The monographs were formerly issued by Johns Hopkins University, but since 1927 the Institute has been affiliated with the Brookings Institution in Washington.

## II. TYPES OF DOCUMENTS BY SOURCE

Federal documents themselves can be roughly classified according to the divisions of our government. Beginning with the three coordinate branches of our federal system it is possible to present a classification of documents that will not only enable one to place any document in its proper relationship but at the same time provide an acquaintance with the scheme used by the Documents Division in its library and in its current index.

### CONGRESSIONAL PUBLICATIONS

These include in the broadest sense any publication published under the authority of either house, any committee, or the Con-

<sup>1</sup> Institute for Government Research. *Service monographs of the United States government*. N.Y., Appleton, 1918-22; Baltimore, Johns Hopkins Univ., 1923-28; Washington, Brookings Institution, 1929- . 66v. \$1-\$3 per v.



gress as a whole. In the more restricted sense, the Congressional series is limited to the *Congressional Record*, journals, documents and reports.

Examining the latter groups in detail we find that the *Congressional Record* is part of a sequence of publications dealing with debates, as follows:

- Annals of Congress*, 1789-1824 (through 18th Congress, 1st session)
- Register of Debates*, 1824-37 (18th Congress, 2d session-25th Congress, 1st session)
- Congressional Globe*, 1833-73 (23d Congress, 1st session-42d Congress)
- Congressional Record*, 1873- (43d Congress to date)

The journals are available at the end of the session and include all motions, all actions taken, and the votes on roll calls and divisions. For the first 13 Congresses the *House Journal* was issued in nine volumes and the *Senate Journal* in five volumes. Since that time a separate volume for each session of each house is issued. Beginning with the 15th Congress the journals are included in the Congressional set.

This so-called Congressional set, also known as the sheep set, the serial number set, or the Congressional series, is composed chiefly of the documents and reports. The reports include the reports of Congressional committees and the documents comprise all other papers, such as reports of executive agencies, ordered printed by either house.

There are in addition the following types of publications issued by Congress which are less frequently referred to:

1. Hearings, containing the transcript of testimony given before committees
2. Bills and resolutions. These are numbered in series beginning with each Congress
3. Laws, printed separately and collectively
4. Miscellaneous, containing several important reference tools: the *Congressional directory*, already described; the *Biographical Congressional directory* containing biographies of all members of Congress from 1774 to 1927; the House and Senate manuals containing the rules for the two divisions of the legislative branch

In a few large libraries where complete sets of Congressional publications have been kept together, as in the Public Documents Library and in the Library of Congress, Congressional publications are arranged by serial numbers. These serial numbers were devised by Superintendent of Documents Ames and run consecutively beginning with the 15th Congress (1817). A special series of numbers, 01 to 038, are applied to the volumes known as the *American state papers*, which contain reprints of the publications of the first 14 Congresses and some publications of the later Congresses. Between 1905 and 1907 serial numbers were not assigned to some publications, but in 1907 (beginning with the 60th Congress) serial numbers were once more assigned but were not printed on the backs of the volumes as they had been on the sheepskin binding. Knowledge of these serial numbers is not essential but they can be found in the *Checklist*.

#### EXECUTIVE PUBLICATIONS

The executive department, as the chart indicates, is the most complex in organization. It includes the president, 10 executive departments, each headed by a cabinet officer, and numerous independent establishments. The volume of publications from the executive branch alone is probably greater than from the other two branches combined, if Congressional publications are shorn of everything not strictly legislative material.

The chief executive officer is the president, who can be expected to issue the following types of publications:

1. Messages: to Congress, on the "state of the Union"; on special subjects, such as the soldiers' bonus
2. Addresses: inaugural, functional, political
3. Orders and proclamations: for example the bank holiday in 1933, the devaluation of the dollar
4. Miscellaneous: Richardson's *Messages and papers of the presidents, 1789-1897*, in 10 volumes; *Thomas Jefferson, President of the United States*, 9 volumes; *George Washington*, for the bicentennial

In listing representative publications for each of the agencies which follow, selection has been guided largely by the findings of

Kathryn N. Miller in her excellent study of government publications in college libraries. Opposite each publication there is given in parentheses the composite rank accorded it by college librarians and instructors, as reported by Miss Miller.

1. *State Department*. Established in 1789 as Department of Foreign Affairs. The State Department's present organization and functions are suggested by the chart. The Secretary of State, besides assuming first rank in the cabinet, is the medium for correspondence between the United States and foreign powers, and the federal government and the various states. He is, in addition, keeper of the seals, and therefore the one who countersigns and fixes seals to treaties.

Among the State Department's important publications are:

Annual report on foreign relations of the U.S. (16)

Arbitrations to settle international disputes (19)

Directories, such as the *Register of the Department of State, Foreign service list* and the *Diplomatic list*.

Permanent court of international justice (37)

Statutes at large (24)

Treaties. Executive agreements (39)

Treaties and conventions (12)

Treaties series (18)

Treaty information bulletin (45)

2. *Treasury Department*. This department was established in 1789. The secretary ranks second among cabinet officers. Certain divisions listed on the chart do not seem to be related to the function of this department at all, e.g., Public Health, Narcotic, Industrial Alcohol and Coast Guard, but this apparent lack of relationship is found in nearly every other department. Among the department's duties are receiving and disbursing of all public moneys; collection of import duties, income taxes and excises; manufacturing of coins, paper money, securities and stamps; enforcement of narcotic laws.

The important reference publications are:

Annual report of comptroller of currency (25)

Annual report of director of the budget (33)

Annual report of director of the mint (47)

Annual report on state of finances (32)

Public health reports (79.5)

3. *War Department*. Established in 1789, the War Department included the Navy until 1798. In general, this Department is responsible for national defense of seacoast, harbors and cities. Its nonmilitary functions include supervision of certain island possessions, improvement of rivers and harbors for navigation, prevention and control of floods, construction of bridges and the operation of certain transportation facilities.

Reference publication is:

Information relative to appointment and admission of cadets into military academy (555.5)

4. *Justice Department*. Established in 1789; organized as executive department in 1870. The attorney-general prosecutes and conducts all suits in the Supreme Court in which the United States is concerned. Of late, the Bureau of Investigation has been brought prominently to public attention in connection with the war on crime.

Reference publications are:

Digest of official opinion of attorney-general (67)

Uniform crime reports (55)

5. *Post Office Department*. Established in 1781; organized as executive department in 1872. The duties of the Department are suggested by the chart organization. Most important of its publications are:

Annual report of postal savings system (142)

Official postal guide (367)

6. *Navy Department*. Established in 1798, its chief function is defense on the seas, although the navy's activities include land and air operations. The important publications are:

American ephemeris and nautical almanac (268)

Regulation governing admission of candidates into naval academy (412.5)



7. *Interior Department*. Established in 1849. This is still frequently referred to as the "catch-all" department. Examine the variety of divisions: Education, Indian Affairs, Reclamation, Geological Survey, National Parks, Alaska, Hawaii, Virgin Islands, etc. The publications from this department are therefore varied and many. Examining the more useful, by division, we select:

Geological Survey. Professional papers (51.5)

Indian Affairs Office. Annual report (23)

Office of Education. Bulletins (96)

8. *Agriculture Department*. First suggested in 1793; established as section of Patent Office, 1839; set up as independent department, 1862; recognized as major executive department, 1889. The publications useful in reference are:

Farmers' bulletins (64)

Journal of Agricultural Research (93)

Yearbook (2)

9. *Commerce Department*. Established as Department of Commerce and Labor in 1903, its chief function is to promote commerce and industry. Some of its publications, like those of the Census Bureau, are the primary sources for fact finding and for answering statistical reference questions:

Annual report (42)

Census Bureau. Annual report (8)

—Census of manufactures (biennial) (43)

—Census of religious bodies in the U.S. (191)

—Mortality statistics. Annual report (46)

Foreign and Domestic Commerce Bureau. Commerce yearbook (31)

—Statistical abstract of U.S. (11)

Mines Bureau. Mineral resources of the U.S. (30)

Patent Office. Official gazette (525.5)

Standards Bureau. Standards yearbook (116)

10. *Labor Department*. Established as separate major executive department in 1913, its purpose is "to foster, promote, and develop the welfare of wage earners of the United States, to

improve their working conditions and to advance their opportunities for profitable employment." Important publications come from the following divisions:

- Annual report (15)
- Children's Bureau. Annual report (4)
  - Publications (28)
- Immigration Bureau. Annual report (1)
  - Immigration laws (10)
  - Treaty, laws and rules governing admission of Chinese (22)
- Labor Statistics Bureau. Annual report of commissioner (6)
  - Bulletins (40)
  - Monthly Labor Review (5)
- Naturalization Bureau. Annual report (34)
  - Naturalization laws and regulations (29)
- Women's Bureau. Annual report (26.5)
  - Bulletins (38)

#### 11. *Independent Establishments.*

- Library of Congress. Monthly Check-list of State Publications (149)
- Government Printing Office. Monthly Catalog U.S. Public Documents (7)
- Smithsonian Institution. Annual report (21)
- National Academy of Sciences. Annual report (44)
- Pan-American Union. Bulletin (14)

#### JUDICIAL PUBLICATIONS

The organization of the judicial branch has already been indicated in the chart. For the most part, the publications are such reports and digests of reports of the Supreme Court as have already been mentioned in the discussion of the executive Justice Department. From the lower courts come decisions. Since neither class of publications plays an important part in general reference work, detailed discussion is here omitted.

#### NEW DEAL PUBLICATIONS

Besides the regular publications emanating from the various governmental departments enumerated, a host of publications

has been introduced by the New Deal. These are indicated by Jerome K. Wilcox in his *Guide to the official publications of the New Deal administrations* and supplements.

Of particular interest is the host of welfare literature which now emanates from the federal government. Monumental is the series known as the *American guide*. Other publications relate to conservation, reclamation, reforestation, youth, T.V.A., agriculture and various construction enterprises.

The Special Libraries Association has compiled a *Descriptive list for use in acquiring and discarding U.S. government periodical mimeographed statements*. There are other aids in the acquisition and organization of government publications. Especially, the government document indexes in this chapter will prove useful.

### III. CATALOGS AND INDEXES

The secret of successful reference use of government publications is largely in the mastery of the indexes and catalogs. In the following table the principal ones are summarized. There are in addition many special indexes to departmental publications.<sup>2</sup>

<i>Period covered</i>	<i>Index</i>	<i>Arrangement</i>
1774-1881	Poore	Chronologic, with subject index
1881-93	Ames	Alphabetic subject, with personal index
1893-(1935)	Document Catalogue	Dictionary
1895-	Monthly Catalog	Alphabetic by department with annual index
1789-1909	Checklist	Classified

- ② Poore, B. P. A descriptive catalog of the government publications of the United States, Sept. 5, 1774-Mar. 4, 1881. Washington, Govt. Print. Off., 1885. 1392p.

Poore's *Descriptive catalogue* carries the indexing back to the government publications of the Colonial period, listing nearly every document in chronologic order as issued to March 4, 1881.

<sup>2</sup> For a list of these, consult Schmeckebier, L. F. *Government publications and their use*. Washington, Brookings Institution, 1936. p.40-57.

The plan for the work, according to the compiler, included obtaining for each entry:

- I. the title of the book, pamphlet, or document
- II. the name of its author
- III. the date of its publication
- IV. where it was to be found, and
- V. a brief abstract of its contents

These were to be chronologically arranged, and accompanied by a copious, alphabetical and analytical index for convenience of reference."

The special features of this index are the abstracting and the early period covered. There are some errors in the index, but Poore's *Descriptive catalogue* is frequently the only key to early documents.

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- ③ Ames, J. G. Comprehensive index to the publications of the United States government, 1881-1893. Washington, Govt. Print. Off., 1905. 2v.
- 

Ames' *Comprehensive index* brings the indexing of U.S. government documents forward from the date Poore left off, March 4, 1881, to March 4, 1893. It is arranged somewhat differently, however, being primarily an alphabetic subject or title list. The uniqueness of its arrangement is indicated by the following analysis of its three-column page:

- I. "The middle or principal column is the index itself," showing:
  - A. Subject of each document (catchword form, i.e., important word first)
  - B. Date
  - C. Series, if issued in editions, other than the Congressional
  - D. Serial numbers of bills on which Senate and House reports are based
- II. "The left-hand column shows the origin of documents indexed" (i.e., the source or issuing office)
- III. The right-hand column is the classification and citation



## ANALYSIS OF AMES' PAGE AND SPECIMEN ENTRY

<i>Origin of Doc.</i>	<i>Principal or Index Column under which Arranged</i>	<i>Classification and Citation</i>
1. Exec. dept. or office, of Exec. doc.	1. Subject, via "catch-word" form	Exec. or miscell. docs., or repts. of H. & S. Committees
2. H. or S. committee presenting report, and individual member making rept.	2. Date	1. Cong. & Sess.
	3. Series	2. Vol. & Series
3. Author of misc. doc. & repts.	4. H. & S. rept., the serial nos. of the bills	3. Doc. serial no.
		4. No. of pages contained
Mansur, C. H., claims	Abbot, D. P., refunding to, of money paid as surety, recommended F 15, '90. H.B. 5782	H.R. 51-1, v.1, no.113, 8p.

At the end of volume two, there is a personal index with this special feature: a superior figure after the page reference indicates the number of times that name has been mentioned on that particular page.

*Example:*

967<sup>2</sup> means the name wanted was mentioned twice on p.967.

- ④ U.S. Superintendent of Documents. Catalogue of the public documents of the 53d to 73d Congress, and of all the departments of the United States for the period from Mar. 4, 1893 to Dec. 31, 1934. Washington Govt. Print. Off., 1896- . v.1- . v.3, 11-22, \$51.85, rest o.p.

The *Document catalogue* begins where Ames' *Comprehensive index* left off, March 4, 1893, and continues the indexing to date, except that the work is always several years behind time. Of late, however, the *Catalogue* has been catching up, and it is entirely possible that this description will have to be revised to indicate the fact that the *Document catalogue* lists all government publications through the last Congress.

At the outset, let it be clear that listing the *Document catalogue*

among "indexes" is no indication of ignorance of Superintendent of Documents F. A. Crandall's reasons for inaugurating the work as a "catalogue."<sup>3</sup> At the same time, Crandall's quoted distinction is not nearly as clear cut as it appeared to him at the time. It is here submitted that the *Readers' Guide* may be considered an index, a bibliography, or a catalog, depending entirely upon the use to which it is put, and upon the point-of-view of the user. For the sake of convenience, therefore, and of custom, too, the *Document catalogue* is here treated with the indexes.

As indicated before, each of the 22 volumes issued thus far lists the documents of one Congress in dictionary arrangement, with authors, titles and subjects in one alphabet.

- 
- ⑤ U.S. Superintendent of Documents. *Monthly Catalog United States Public Documents*, 1895- . Washington, Govt. Print. Off., 1895- . \$1 per year.
- 

For publications of the current Congress the *Monthly Catalog*, issued since 1895, is the complete link in the *Poore-Ames-Document catalogue* chain. Each month it lists by department, current government publications, and includes instruction for ordering documents, and notes on some outstanding documents. The annual index to the volume which runs from January to December is an index to the subjects of the documents listed.

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- ⑥ U.S. Superintendent of Documents. *Checklist of United States public documents, 1789-1909*. 3d ed. rev. and enl. Washington, Govt. Print. Off., 1911. 1707p. o.p.
- 

Only one more general index need be mentioned here, and that is the *Checklist*. This is a nearly complete list of documents for the period 1789-1909, arranged by the classification of the Documents Office Library. In reality, this is a shelf list of that library and as such represents the fullest list available. Lack of an index, which was to have been volume two, makes the *Checklist* less useful than it might otherwise be.

<sup>3</sup> *Infra*, p.206.

The *Checklist* includes both Congressional and departmental publications for the first 60 Congresses, arranged by the Superintendent of Documents' classification scheme, and consequently, is "a shelf list of the Superintendent of Documents' library." Based as that is on the best extant collection it represents a nearly complete list. The order of content is:

1. An important introduction
2. Congressional tables; American state papers (first 14 Congresses) and 15th to 60th Congress
3. Appendixes: (a) table showing number of documents and reports from the 15th to the 60th Congress; (b) list of title pages and imprints, 15th to 60th Congress; (c) duration of each Congress from 15th to 60th
4. Departmental publications, alphabetical by department, and subdivided, e.g.:  
W 1.1:909<sup>2</sup> = War Department, Secretary, *Annual report*, 1909, v.2
5. List of departments, bureaus, commissions (obviously out of date now)

#### SELECTED LISTS

Two selected current lists are an aid in securing useful government publications or items relating to a particular subject. *The Weekly List of Selected United States Government Publications*,<sup>4</sup> sent free to libraries since July 11, 1928, is an alphabetical subject selection with annotations. The more useful and popular publications are listed here.

The *Price lists*<sup>5</sup> are really subject bibliographies listing all government publications in print on a certain subject. There are nearly a hundred of these price lists, all of which are revised from time to time, on such subjects as foods and cooking, finance, education, tariff, insects, weather, health, maps, etc.

<sup>4</sup> U.S. Superintendent of Documents. *Weekly List of Selected United States Government Publications*, July 11, 1928-. Washington, Govt. Print. Off., 1928-. Free.

<sup>5</sup> ——— *Price lists*. Washington, Govt. Print. Off., no.1-. Free.

## STATE DOCUMENTS

For state publications, the Library of Congress *Monthly Checklist of State Publications*<sup>6</sup> is a nearly complete current list. The arrangement is alphabetical by state, and under each state alphabetical by issuing department. Information given includes a serial number, L.C. card number. There is a dictionary index at the end of each year.

For old state publications R. R. Bowker's *State publications . . . of the several states of the United States from their organization*, to 1899 for New England, 1902 for North central, 1905 for Western states and territories, and 1908 for Southern states, is still a basic reference book, as is Hasse's *Index of economic material in documents of the states of the United States*, but the latest and strongest list is that contained in Childs' *An account of government document bibliography*.

## CITY DOCUMENTS

The Special Libraries Association issued a check list<sup>7</sup> of municipal documents for 56 important cities of the United States and Canada in 1932. A subject index adds to the usefulness of this list.

## FOREIGN DOCUMENTS

For Canadian government publications, Marion Higgins' list<sup>8</sup> is basic and comprehensive. It provides an introduction to the organization of the Dominion and province governments, a classified list of publications and a detailed index.

The key to foreign documents is Winifred Gregory's tremendous volume,<sup>9</sup> prepared for the National Research Council, the American Council of Learned Societies, and the American Library

<sup>6</sup> U. S. Superintendent of Documents. Library of Congress. *Monthly Checklist of State Publications*, 1910- . v.1- . Washington, Govt. Print. Off., 1910- . \$1.50 per year.

<sup>7</sup> Special Libraries Association. *Basic list of current municipal documents*. N.Y., the Assn., 1932. 71p. \$1.

<sup>8</sup> Higgins, Marion V. *Canadian government publications* . . . Chicago, A.L.A., 1935. 582p. o.p.

<sup>9</sup> *List of the serial publications of foreign governments, 1815-1931*, ed. by Winifred Gregory . . . N.Y., Wilson, 1932. 720p. Service basis.



Association. This work was made possible by the Rockefeller Foundation which provided the funds for investigations in the various capitals of Europe. Publications are listed alphabetically as in the *Union list of serials*, with locations in American and Canadian libraries.

#### READINGS

- BOYD, ANNE M. United States government publications as sources of information for libraries. N.Y., Wilson, 1931. 329p.
- MILLER, KATHRYN N. The selection of United States serial documents for liberal arts colleges. N.Y., Wilson, 1937. 364p. (planographed).
- MUDGE, ISADORE G. Guide to reference books. 6th ed. Chicago, A.L.A., 1936. p.364.
- SCHMECKEBIER, L. F. Government publications and their use. Washington, Brookings Institution, 1936. 446p. (p.5-57, 70-109 especially).
- U. S. INFORMATION SERVICE. Digest of the purposes of current federal agencies. Washington, 1935. 55p.
- A visit to the world's greatest printing plant. Washington, Govt. Print. Off., 1936. 38p.
- WYER, J. I. Reference work. Chicago, A.L.A., 1930. p.47-50.

# Bibliographies

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## I. INTRODUCTION

### WHAT ARE BIBLIOGRAPHIES?

Any list of related published materials is a bibliography. The list may include written manuscripts or printed books; it may deal with periodical articles, bulletins, public documents, reports, proceedings, or with phonograph discs, coins, stamps, music rolls, or any other form or type of available records.

Various restricted definitions of the term bibliography exist. Early, the word embraced everything in any way related to the making of books—writing, manuscript copying, illustrating—and a bibliographer was one who wrote books. Feipel indicates that from the time of post-classical Greek to Fenning's *English dictionary*, 1761, the word bibliography was used to mean the "writing of books." The meaning change to "writing about books" occurred in France in the 18th century.<sup>1</sup> Later, a bibliographer came to be recognized as one who lists books, and bibliography was defined broadly as the science of books. But the term continued to be used generally in the sense of including every phase of book and library activity, and specifically in terms of lists and listing books. How loosely the term really was used is nowhere more strikingly illustrated than in the preface to the first *Document catalogue* in which F. A. Crandall, then U. S. Superintendent of Documents, takes librarians to task for not distinguishing more carefully among "catalogue," "index" and

<sup>1</sup> Feipel, L. N. Elements of bibliography. *Bibliographical Soc. of America. Papers.* 1916. v.10, p.175-207.

"bibliography." Tersely and lucidly he quoted the distinctions made by an unnamed speaker at a library convention:<sup>2</sup>

'Catalogue' refers to the titles of books, 'index' to their contents, and 'bibliography' to the literature of a particular subject.

This definition would limit the use of the term "bibliography" to subject bibliography, and place all other types of what we call bibliography under the head of catalog.

Lucid as the quoted definition appears to be, however, it is not accurate. All three—catalog, index, and bibliography—must necessarily refer to titles of books, analyze content to a lesser or greater degree, and list the literature of a particular subject. For example, the *Standard catalog; fine arts section*, although called a "catalog," refers to the literature of a particular subject. The *Education Index*, likewise, is a bibliography in the sense that it refers to the literature of a particular subject. And finally, no subject bibliography could be that unless it first referred to the contents of books to determine whether the books belonged in that particular subject field. "Indexes, therefore, are properly to be regarded as contributions to bibliography, for they describe the contents of books minutely for reference."<sup>3</sup> We must, therefore, conclude that both indexes and catalogs are bibliographies with only artificial distinctions, and that as far as our professional literature is concerned there is no evidence of any very careful distinctions among the three terms.

Feipel has summarized the various meanings of the word bibliography in this statement:

The ideal of bibliography—an ideal which, it is needless to say, will never be achieved, but which may be closely approximated—is the description, in minute detail, of all the books of the world, past, present, and future, so as to be available forever. Bibliography may, therefore, be defined as (1) the art of discovering book information and imparting this information to others; (2) by derivation, the great mass of compiled literature which

<sup>2</sup> U. S. Superintendent of Documents. *Catalogue of the public documents of the 53d Congress . . . Mar. 4, 1893, to Je. 30, 1895 . . .* Washington, Govt. Print. Off., 1896. p.5.

<sup>3</sup> Feipel, *op. cit.*, p.206.

contains this information; and (3) specifically, a compilation of book information relating to a particular person, place, things, or period.<sup>4</sup>

Likewise Schneider, "Thus we finally define bibliography as the study of lists of literature; the lists themselves are generally termed bibliographies, and their use is termed bibliography."<sup>5</sup>

#### KINDS OF BIBLIOGRAPHIES

Bibliography's definitions, many as they are, vary less than do the several schemes for grouping bibliographies. The difficulty is that bibliographies can be classified from so many different standpoints. Dr. Van Hoesen has, for example, indicated 8 different aspects under which enumerative bibliographies may be classed into 34 main divisions.<sup>6</sup> Groupings as to time give lists of books for various historical epochs; as to regions give universal, national, local bibliography, etc.; as to scope, give comprehensive, selective bibliography; as to types of materials included, give books, periodicals, reports, etc.; as to arrangement, give dictionary, author, subject, classed, etc.; as to quality of entries, give full, author and title, notes, etc.; as to sources consulted, give primary secondary, etc. Consequently, for purposes of simplification and study, the following four types of bibliographies will be examined:

- I. General bibliographies are lists of materials without limit as to time, place or subject, or kinds of materials included.
  - A. Universal bibliographies are those which aim to be comprehensive and to list everything.
  - B. Eclectic, or Educational bibliographies, are those which, though general in the sense that they are not limited by time, place or subject, aim to be selective for the purpose of aiding a particular type of reader.
- II. Selected bibliographies are lists of materials limited by time, place, or subject.
  - A. Period bibliographies are lists of materials issued during a stated time; they may be current or retrospective.

<sup>4</sup> *Ibid.*, p.177.

<sup>5</sup> Schneider, Georg. *Theory and history of bibliography*. N.Y., Columbia Univ. Pr., 1934. p.16.

<sup>6</sup> Van Hoesen, H. B. Unpublished stencil used in teaching bibliography.



- B. Regional bibliographies are lists of materials issued in a given place or region. Most national bibliographies are regional and period bibliographies.
- C. Trade bibliographies are lists intended as aids to the book trade.
- D. Form bibliographies are lists of materials limited as to types of materials included.
- E. Subject bibliographies are lists of materials on any subject. (In this book they will be treated under subject rather than in this chapter.)

#### GENERAL BIBLIOGRAPHIES

*General* bibliographies are lists of materials without limit as to time, place or subject. Two kinds of general bibliographies are here recognized.

1. *Universal* bibliographies aim to be comprehensive and to list everything which has ever been published. This is an ambitious purpose as one can readily understand when the full amount of everything issued since the dawn of history is considered. In 1911, Iwinski<sup>7</sup> estimated the total number of editions of books actually in existence at 25,000,000. How many more millions of editions have appeared since can only be similarly estimated in some equally large figure. It is evident, therefore, that no universal bibliography either exists or is likely to exist any time in the future.

Attempts at universal bibliographies, however, have appeared from time to time. Possibly, the earliest was the work of Conrad Gesner, a physician of Zurich, who succeeded through reading, and through personal contact with scholars, in compiling a universal bibliography for the century covering the period from the invention of printing to 1545. This list was limited to publication in three scholarly languages of the time—Latin, Greek, and Hebrew. Two annual international lists of new books begun in Gesner's time and continued down to the middle of the last century, the *Messkataloge* of the book fairs at Frankfort, 1564 to

<sup>7</sup> Statistique internationale des imprimés. *Bulletin de l'Institut international de bibliographie*. 1911. v.16, p.1-139. (Cited in Van Hoesen, H.B. and Walter, F. K. *Bibliography*. N.Y., Scribner, 1928. p.2.)

1749, and Leipzig, 1595 to 1860, also represent examples of universal bibliographies. The most famous of all such bibliographies and one still used considerably is Brunet's *Manuel du libraire et de l'amateur de livres*.

Bibliographies of anonymous and pseudonymous books frequently represent a type of universal bibliography. Likewise lists of incunabula may be considered universal bibliographies to the date specified by the materials' definition. Finally, the catalogs of the world's great libraries, although the largest of them has scarcely more than five million titles, come under this heading.

An interesting contribution to universal bibliography is that begun in 1895 by the Institut International de Bibliographie at Brussels, with the major aim of compiling a world bibliography. The Institut began by cutting up the chief available printed library catalogs and by reassembling the individual entries into two lists: (1) books arranged by authors; (2) periodical articles arranged by the *Classification décimale*. There were 13,738,533 entries by the end of 1928.

2. *Eclectic*, or *Educational* bibliographies aim to be selective for the purpose of aiding the reader or student. Such bibliographies are general in the sense that they need not be limited by time, place or subject, but eclectic bibliographies are inevitably not universal since they purposely omit many titles. The eclectic bibliography, if it achieves its purpose, is a tribute to the compiler's discrimination. Book selection aids like the *A.L.A. catalog*, and readers' guides like the Reading with a Purpose series are examples of general eclectic bibliographies.

Perhaps the oldest and most common of all types of eclectic bibliographies is the personal selection. Charles Eliot's *Five-foot shelf* is as popular an example as can be cited. Such selections are usually the result of the individual taste and discrimination of one highly qualified individual, and as a result are frequently open to charges of bias. The subjective list, however, has frequently the advantage of balance and unity not found in bibliographies more objectively compiled.

Another type of eclectic bibliography is the jury list compiled

by pooling the judgments of many experts. Two fairly scientific procedures have been developed for compiling such lists. One is that employed by Hilton and Waples, in the junior college list of books<sup>8</sup> and in the North Central Association list of periodicals for a college library, in which pooled judgments are statistically ranked. Another technique is that devised by P. L. K. & E. M. Gross of Pomona College which consists in checking experts' judgments as evidenced in the subject literature. For example, the originators of this technique checked carefully through the basic chemical journals of the American and British Chemical Societies to see which chemical journals were cited most frequently. On the basis of citation frequencies a basic list of chemical journals was selected.

A third type of eclectic bibliography is based on library holdings. For example, if one wishes to determine what reference books are basic in a teachers' college library, a check list of titles is sent to be checked by all of the teachers' colleges. The resulting list then represents titles most frequently found in teachers' college libraries.

Combinations of these various types have been employed successfully in such eclectic bibliographies as Shaw's *Basic list of books for a college library*, the *A.L.A. catalog*, and the *Standard catalog for high school libraries*. Possible improvements on the *Five-foot shelf* were made when the publishers of the Everyman series recently undertook to pool the judgments of several hundred college presidents as to the world's best books.

#### SELECTED BIBLIOGRAPHIES

These are limited by time, place or subject.

1. *Period bibliographies* may be illustrated by such a work as Hain's *Repertorium bibliographicum* which lists books printed up to 1500.

2. *National*, or *Regional* bibliographies are lists of materials published in or about a given country or region. The works of Sabin and Evans in America, Lowndes and Watt in England,

<sup>8</sup> Hilton, Eugene. *Junior college book list*. Berkeley, Univ. of Calif. Pr., 1930. 34p. (Publications in education. v.6, no.1)

can be cited as examples. Current lists of books such as the *United States catalog* are more properly classed with the next type, although undoubtedly the work cited is a monumental national bibliography.

3. *Trade* bibliographies are lists of materials intended primarily as aids to the book trade. Such lists aim to answer the question for booksellers and librarians: What books are in print and for sale? An obvious example of trade bibliography is the *Publishers' trade list annual* which is merely a collection of individual publishers' catalogs bound together in the alphabetic order of the firms' names.

4. *Form* bibliographies may be illustrated by such publications as the *Vertical File Service Catalog*, *A.L.A. portrait index*, Ulrich's *Periodicals directory*, etc.

5. *Subject* bibliographies are lists of materials about a given subject, whether the subject be a person, place or thing. Frequently author bibliography is listed as a separate type, but actually the author, whether the books are by or about him, is the subject of the list. Another related type of bibliography is called a *bio-bibliography* because it is a combination of bibliography and biography. Frequently an encyclopedia article on an author, followed by a fairly comprehensive list of materials by and about that author, may be considered a bio-bibliography.

A class of bibliographies which has certain index characteristics comprises the *bibliography of bibliographies* and such variations of the bibliography of bibliographies as the *summary*, *digest*, *abstract*, and *index* itself.

The bibliography of bibliographies, unclassified and unannotated, would probably be a catalog of bibliographies, or a mere listing of lists. In the distinction among catalog, bibliography and index, therefore, this type of catalog would be furthest removed from the index, since such a list would involve little analysis of contents. It would, however, require some, since otherwise no selection would be possible, but it might require no more analysis than to determine whether or not the bibliography were suitable for inclusion in the bibliography of bibliographies being compiled.

A classified bibliography approaches the index more closely,



because it not only "refers to the titles of books" but also "to their contents," on which the classification is based. Even more is an annotated bibliography concerned with the books' contents, because no annotation can be written without some knowledge of what the book is about.

The publications called abstracts, digests, and summaries, which have been increasing of late, are a cross between the bibliography and the index. An abstracting journal like *Biological Abstracts* is primarily a bibliography, since the articles and books abstracted form a very useful current list, and is also an index, since the abstracts deal with the contents of these books and articles.

The summary is becoming increasingly popular among social science journals, and especially in education and psychology literature. It is something more than an annotated bibliography or abstract, because instead of analyzing or annotating each item separately, the summary undertakes to weave all of the items into a continuous running narrative which relates what has been done to date in any given field of research.

Bibliographies, abstracts and summaries are the starting points of research in every subject. Gradually every field is developing such basic research tools to enable research workers to determine what has been accomplished and what needs to be done. An example of a bibliography of bibliographies is Northup's *Register of bibliographies of the English language and literature*. Numerous abstracting journals such as *Chemical Abstracts* and *Psychological Abstracts* can be cited to illustrate the abstract. For examples of summaries, consult *Bibliographies and summaries in education*, by Walter S. Monroe and Louis Shores.

Finally in describing types of bibliographies, it is necessary to remember library catalogs, which are lists of books in specific libraries. The *union catalog* is a list of materials in more than one library. These, then, are some of the types of bibliographies. No attempt has been made to describe them all; at the same time no important bibliography will want for a classification place. An especially good set of definitions can be found in *Schneider*.<sup>9</sup>

<sup>9</sup> *Op. cit.*, p.39-41.

## EVALUATION AND STUDY

Of all the types of bibliographies mentioned, those most commonly used in libraries are

1. Card catalog
2. Subject bibliographies
3. National and trade bibliographies
4. Book selection aids
5. Reading lists

All of these have many common characteristics, in authority, scope, arrangement, treatment and special features. It would be helpful, therefore, to develop first a study plan for evaluating and using bibliographies, before examining individual tools. Several excellent schemes are included in the references at the end of this chapter, notably those of Dr. Wyer, Dr. Van Hoesen and Mr. Walter, and Miss Mudge. The plan here outlined will be followed in examining each of the subsequent bibliographies.

- I. *Authority*. The qualifications of the compiler. Specifically, is the compiler a bibliographer primarily or incidentally? Is he a subject specialist? What is his academic or other position?
- II. *Scope*. Two information items are wanted here.
  - A. *Purpose*, or what was the compiler undertaking to do and why?
  - B. *Limitations* of subject, language, time, place, type of material included, etc. A general bibliography, whether universal or eclectic, will include all times, places, subjects and kinds of materials. The national bibliography will be limited to a specific place, and possibly language, time, etc. Occasionally there are bibliographies of periodicals, or of manuscripts, or of some other special type of materials. Such are the limitations to be looked for either in the title or in the introduction to a bibliography.
- III. *Arrangement*. At least seven types of arrangement are possible in bibliographies.
  - A. *Dictionary* is the most democratic of all arrangements. It presupposes only a knowledge of the alphabet. Author, title and subject entries are arranged in one alphabetic order.
  - B. *Alphabetic*. This may be author, title or subject, each in a

separate alphabet. An author arrangement calls for a subject, and frequently for a title, index.

- C. *Classified* is the aristocratic arrangement. It calls for special knowledge of the subject, since the arrangement is a logical one. The classified arrangement must not be confused with the alphabetic subject arrangement any more than the table of contents is with the index of a book.
- D. *Chronologic*. The entries are usually arranged by publication dates, although arrangement may be also by author's birth and death dates.
- E. *Regional*. This is a geographic arrangement, by continent, country, state, locality, etc. A dictionary index is helpful.
- F. *Publisher*. Arrangement by issuing agency may be made. Usually this agency is the printer.
- G. *Statistical*. This arrangement is in the order of frequency of occurrence of a title. For example, in Hilton's *Junior college book list*, titles are arranged under courses in the order of frequency with which the titles were selected by voting faculty judges.

Every arrangement except (A) will undoubtedly call for one or more indexes. Many bibliographies will be combinations in arrangement, e.g., (C) and (A), or (F) and (A), or (B) author with subject index.

- IV. *Entry fulness*. The amount of information given can be determined by examining closely author, title, imprint, collation, series, price, location, and contents items for each entry. Annotated bibliographies are generally more useful.
- V. *Special features*: as to authority, scope, arrangement, entry fulness.

#### USE OF BIBLIOGRAPHIES

No division of library work can dispense with the use of bibliographies. The administrator needs bibliographies as guides to the building of his book collection. In acquisitions, bibliographies are the mainstays of information concerning editions, publishers, dates, prices, binding, in-print and out-of-print titles. Authority in cataloging can be established only with the aid of basic bibliographies. The cataloger's questions with regard to authors, titles, publishers, editions, subject headings, etc., would remain unanswered without necessary bibliographic tools. Similarly, for

reader advisory service, for the location of books in other libraries and for identifying various copies of a title, bibliographies are helpful in circulation.

Bibliographies furnish the basic approach to reference questions in special fields. The specialist already has the background furnished by such general reference tools as dictionaries, encyclopedias and annuals, and therefore his procedure begins with the basic subject bibliography. Reference work in a special library, therefore, or with a specialist-reader in a general library, is based on a knowledge of the authority, scope, arrangement, entry fullness and special features of the basic and supplementary subject bibliographies. It is here suggested that scope, arrangement and special features for basic bibliographies be memorized. There is just a suspicion of indolence attached to extreme theories of education which belittle memorization in the learning process. Although parrot-repetition is in itself no evidence of knowledge, intelligent thinking is impossible without mastery of some facts. A good way to memorize a feature is in relation to the kinds of questions it can best answer.

## II. GENERAL BIBLIOGRAPHIES

### UNIVERSAL BIBLIOGRAPHIES

It has already been pointed out that a universal bibliography is now almost an impossible achievement. The few historical attempts have all had their limitations and therefore have automatically excluded themselves from one hundred per cent membership in this select class. Nevertheless, Brunet's *Manuel du libraire*<sup>10</sup> is worthy of more than passing mention because of its fame, and because it is still frequently used today. It includes rare and important books prior to the 19th century in all languages, and is especially strong in French and Latin titles. The first five volumes are alphabetic by authors and titles; volume six is a subject index including footnote titles in the preceding five volumes; volume eight contains a subject index to the supplement;

<sup>10</sup> Brunet, J. C. *Manuel du libraire et de l'amateur de livres*. 5éd. originale entièrement refondue et augm. d'un tiers. Paris, Didot, 1860-80. 9v. o.p.



author, full title, full imprint, size, number of volumes (but not paging), descriptive and critical notes for rare books with information about famous sales and some facsimiles of title pages and printers' marks. (Volume nine is *Dictionnaire de géographie ancienne et moderne à l'usage du libraire et de l'amateur de livres*, par P. Deschamps. 1870.)

*Grässe*<sup>11</sup> is based on *Brunet* and is to be distinguished from its predecessor by the greater emphasis on German titles. Growoll's opinion of the two indicates a preference for *Grässe* because it "includes also a large number of books that are intrinsically valuable without being rare." Two book catalogs, those of the British Museum and the Bibliothèque nationale, and one card catalog, that of the Library of Congress, are nearly universal bibliographies.

#### ECLECTIC BIBLIOGRAPHIES

There are many more eclectic than universal bibliographies. For the librarian, lists compiled for types of libraries or groups of readers are most useful. Each of the three most common types of libraries, public, school and college, has excellent eclectic bibliographies. For the public library, the *A.L.A. catalog, 1926*, and the *Booklist* equal a basic plus a current eclectic bibliography.

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- ① A.L.A. catalog, 1926; an annotated basic list of 10,000 books; ed. by Isabella M. Cooper. Chicago, A.L.A., 1926. 1295p. \$3.
  - 1926-1931; an annotated list of approximately 3,000 titles; ed. by Marion Horton. Chicago, A.L.A., 1933. 330p. \$4.50.
  - 1932-1936; an annotated list of approximately 4,000 titles, ed. by Marion Horton. Chicago, A.L.A., 1938. 357p. \$5.
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The 1926 catalog is the third that has been published by the A.L.A. In 1893, the first list, comprising 5,000 titles, was issued.

<sup>11</sup> Grässe, J. G. T. *Trésor de livres rares et précieux*. Dresden, Kuntze, 1859-69. 7v.

The second catalog, including 8,000 titles, appeared in 1904. Subsequently, two supplements, 1904-11, edited by Elva L. Bascom, and 1912-21, edited by May Massee, were published in 1912 and 1923 respectively. Miss Isabella M. Cooper, compiler of the 1926 catalog, received her B.L.S. from the New York State Library School in 1908, and served in various professional capacities in the New York, Newark, Brooklyn and Queens Public Libraries. Although the historical aim of the catalog has been to serve the public library in its selections, as evidenced by the fact that the original catalog appeared at the World's Columbian Exposition as an example of a popular library, the present edition is quite largely the work of college librarians and teachers and some 123 specialists suggested by the American Council of Learned Societies. It is true, also, that small college and large school libraries have used the *A.L.A. catalog, 1926*, freely as an aid to selection. Nevertheless, the fact remains that the *A.L.A. catalog, 1926*, is primarily a selection aid for a public library. No foreign language books, except in translation, are included.

It is a Dewey classified list, except that Description and travel, Biography, Fiction, Children's books follow in that order. A dictionary index, with references to entry numbers, and subjects in boldface type, completes a usable arrangement.

For each entry are given broad Dewey classification, i.e., number and translation; full author with dates; title, latest date; collation; publisher; price; descriptive and evaluative annotation; subject heading; entry number, for which there are guides at the top of each page; and Library of Congress card number.

The supplements, 1926-1931 and 1932-1936, generally follow the plan and arrangement of the work they supplement. Among the differences are acknowledged use of the two Wilson aids, *Standard catalog* and *Book Review Digest*, and Bowker's *Publishers' trade list annual*. A statistical analysis of class representations in the 1904, 1926 and 1926-1931 publications indicates, among other things, a marked increase in the last two of the percentage of titles in the classes of general, fine arts and children's books, and a marked decrease in philology, natural sciences, history and fiction.

The *A.L.A. catalog 1926* and supplements are indispensable in book selection; they should be fully as important in the reference department. No tool will answer more quickly or better the reader's request for readable books about Samuel Johnson, U.S. presidents, philosophy, New England's social life and customs, Moving pictures, Korea, House decorations, Food, Education in Russia, Business cycles, or Automobile touring than will these eclectic bibliographies. And what is more important, the chances are very good, even in the small public library, that the titles so recommended will be available on the shelves.

For books more recent than 1936, the *Booklist* is the supplement to the supplements. Indeed, the preface to the supplements acknowledges aid from the *Booklist*.

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- ② The *Booklist*, a Guide to New Books, 1905- . Chicago, A.L.A., 1905- . v.1- . \$3 per year.
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Beginning with the issue of September 1, 1937 the *Booklist* is now published semimonthly except August when only the annual index appears. The issue of the 1st of the month carries no advertising and usually no special article. The issue of the 15th includes advertising and often a special leading article. An author and subject index is printed in each semimonthly issue; titles also are included in the annual index. The *Booklist* is a classified and annotated list of current books, giving classification number, subject headings and Library of Congress card number for each entry.

The change to semimonthly issues provides earlier information on new books and has enhanced the value of an already indispensable guide. It is safe to say that no publication is as universally and regularly read by librarians and with such attention as the *Booklist*. Unquestionably its evaluations and selections have grown to mean more to an author or publisher than any other American book review.

A somewhat similar eclectic bibliographical system is H. W. Wilson's Standard catalog series and the "Standard catalog monthly" included in the *Wilson Bulletin*.

Nearly 12,000 books are listed in Dewey Decimal order. The selection was made by librarians and specialists in each field. For each entry there are indicated full bibliographic information including price, subject heading and Library of Congress card number. A full analytical index featuring bio-

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- ③ Standard catalog for public libraries; 1934 ed. An annotated list of 11,700 titles with a full analytical index; comp. by Minnie Earl Sears, Dorothy E. Cook, Helen Grant Cushing, Isabel Monro. N.Y., Wilson, 1934. 1973p. Service basis.

—Fourth supplement cumulated 1935-1938, an annotated list of 2445 titles . . . N.Y., Wilson, 1938. 533p. Service basis.

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ographies indexed by vocations, annotations, and references in the notes to an additional 3,500 titles comprise some of the strong features. Its reference value is in no small part attributable to the analyses of parts of books. Previously the *Standard catalog* was issued in subject parts which although superseded still have value as subject bibliographies.

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- ④ Standard catalog for high school libraries; third ed. rev.; a selected catalog of 3,450 books. Ed. by Dorothy E. Cook, Agnes Cowing and Isabel Monro. N.Y., Wilson, 1937. 979p. Service basis.

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The need for a basic eclectic list for the high school was first met with the 1926 edition of the *Standard catalog for high school libraries*, prepared by Miss Zaidee Brown. Not till 1928, however, were the original classed list and subsequent dictionary index issued together. A second edition was issued in 1932. In the present edition, educators, school librarians and subject specialists all had a hand in the compilation which ultimately was a cross between the pooled judgment and subjective methods.

Part 1, Dewey classified, is preceded by a list of collab-



orators, a Key to authorities for notes, and Outline of the classification. The classified list itself gives, for each entry, full author, title, publisher, date, price, Dewey number, subject heading, and Library of Congress card number. Notes are descriptive, evaluative and comparative. Alternative titles are frequently suggested. Starred titles are for first purchase; "s" and "j" represent respectively senior and junior high school. Pamphlets are listed at the end of classes, pictures at the beginning of the 700's, and maps in 912 M.

Part 2 is the reference section of the catalog. The indexing scheme is very similar to that employed in Wilson periodical indexes, with main subject headings in bold type at the left, and subheadings in the center in smaller boldface type. This dictionary catalog should be employed frequently in high school reference work, for books, pamphlets and parts of books on any subject, with assurance that no material so located will be above the adolescent's comprehension.

Supplementing the Standard catalog series is the monthly selected list of books which appears in the *Wilson Bulletin*. Not more than 300 books a year are recommended, and the selections are taken from the *Book Review Digest*. The arrangement, selection method and entry fulness in the "Standard catalog monthly" resemble those in the series volumes which it supplements.

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- ⑤ Children's catalog; a dictionary catalog of 4,000 books with analytical entries for 1,020 books and a classified list indicating subject headings; comp. by Siri Andrews. 5th ed. rev. N.Y., Wilson, 1936. 979p. Service basis.  
——Supplements, 1936- . N.Y., Wilson, 1936- .
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For younger readers, the *Children's catalog* has the same reference possibilities as the other eclectic bibliographies. It was first issued in 1909, as a compilation by Marion E. Potter, based on 24 selected lists, and containing 3,000 titles. In 1917, a second edition of 3,500 titles was prepared by Miss Corinne

Bacon. Both the third edition of 1925 and the fourth edition were prepared under the direction of Miss Minnie Earl Sears, general editor of the Standard catalog series until her death.

The stated aims of the *Children's catalog* are three: to be a reference tool, because of the minute book analysis; to be a buying list; to be an aid to cataloging and classification. Around the realization of the first aim centers the present discussion.

The *Children's catalog* is divided into three parts: dictionary catalog, classified list, and graded list. Full bibliographic information, grades for which intended, Dewey number, star for first purchase and "g" for titles included in the *Graded list of books for children*, are other items of information under the author entry. The classified list is arranged by Dewey numbers, and gives for each entry, subject headings and grades.

The elementary school librarian should find an unlimited number of reference possibilities in the *Children's catalog*. For example, the classed list may be used to enrich a study unit, to plan a class project, to suggest another book similar to the one enjoyed by a child. The bibliography on reading will be a convenient source for assisting the teacher. With the aid of the graded lists suitable material can be recommended for the various age groups served by the elementary school.

Teacher and librarian in their search for information will not overlook A. S. W. Rosenbach's *Early American children's books*<sup>12</sup> which contains an unusually full bibliography with author, title, printer and publisher indexes.

Similar basic eclectic bibliographies exist in the college library field. Shaw's *List of books for college libraries*<sup>13</sup> contains "approximately 14,000 titles selected on the recommendation of 200 college teachers, librarians and other advisers." It was prepared for the Carnegie Corporation, when that foundation appropriated \$1,000,000 to develop the book collections of some 88 college libraries, with a view to guiding

<sup>12</sup> *With bibliographical description of the books in his private collection*. Foreword by A. Edward Newton. Portland, Me., Southworth Pr., 1933. 354p. \$25.

<sup>13</sup> Shaw, C. B. *List of books for college libraries* . . . Chicago, A.L.A., 1931. 810p. \$3.50.

those fortunate colleges in their expenditures. The material is arranged by appropriate form and subject subdivision. Full bibliographical information, but no annotation, is included for each entry. A dictionary index completes the arrangement.

A comparable list for junior college libraries was prepared when the Carnegie Corporation appropriated a sum of money to aid libraries of those institutions. The Mohrhardt<sup>14</sup> list includes some 5,300 titles classified by college departments, and indexed by author, title and subject.

Two smaller lists, intended for junior colleges, are Hester's *Books for junior colleges*<sup>15</sup> and Hilton's *Junior college book list*.<sup>16</sup> The former is a combined subjective and pooled judgment list, which first began in Pomona College. Books are grouped by departments of instruction, in the main, and there is a dictionary index. The Hilton list is the result of a doctoral dissertation in which a highly objective and statistical scheme for selection was developed. Books are grouped by individual courses, and selections are based on instructors' collateral reading lists. Lack of an index and use of such small units as individual courses for subject headings prevent easy use of the Hilton list for reference purposes.

Numerous other selections exist, ranging all the way from the one book for the reader marooned on a desert island to the hundred thousand in *Sonnenschein*.<sup>17</sup> For every purpose, group of readers, age, library, interest, there now exists one or more reading lists. A list of these reading lists has been prepared by F. K. W. Drury,<sup>18</sup> the man who has probably compiled as many and as distinctive ones as any one connected with the book professions.

<sup>14</sup> Mohrhardt, F. E. *A list of books for junior college libraries* . . . Chicago, A.L.A., 1937. 378p. \$3.

<sup>15</sup> Hester, Edna A. *Books for junior colleges*. Chicago, A.L.A., 1931. 194p. o.p.

<sup>16</sup> Hilton, *op. cit.*

<sup>17</sup> Sonnenschein, W. S. *Best books; a reader's guide to the choice of the best available books (about 100,000) in every department of science, art and literature* . . . N.Y., Putnam, 1910-35. 5pts. and index. Pts. 3-4 \$22; others o.p.

<sup>18</sup> Drury, F. K. W. *Specimen book of reading lists*, selected, arranged and described by F. K. W. Drury. N.Y., Wilson, 1936. 64p. 60c.

Before leaving the subject of eclectic bibliographies, more must be said of the basic tools for the reference librarian. Mudge's *Guide to reference books* is the "Gray's Anatomy" for library school students, and the name "Mudge" has become a term in the professional vocabulary of librarians. In 1902, the American library association published the *Guide to the study and use of reference books*, by Alice Bertha Kroeger, teacher of reference work in the Drexel Institute Library School. Annual supplements to this first list appeared in the *Library Journal* from 1903 to 1907, and in 1908, a revised and enlarged edition, which incorporated the supplements, was issued. Plans for further revisions were temporarily halted by the sudden death of Miss Kroeger in 1909, but the following year,

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⑥ Mudge, Isadore G. *Guide to reference books*. 6th ed. Chicago, A.L.A., 1936. 504p. \$4.25.

——— *Reference books of 1935-1937*. Chicago, A.L.A., 1939. 69p. 90c.

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Miss Isadore Gilbert Mudge, now Reference librarian of Columbia University, was asked to undertake the preparation of supplements to the 1908 edition. Seven annual lists, from 1910 to 1916, appeared in the *Library Journal*, and two pamphlet supplements for 1909-1910 and 1911-1913, were published by the A.L.A. Then in 1917 the third edition of the *Guide* was issued, for the first time under Miss Mudge's name. A fourth edition appeared in 1923 as the *New guide*, a fifth edition in 1929, as the *Guide*, and the present sixth edition in 1936.

The *Guide* is a general, eclectic bibliography. It is not limited as to time, place or subject, but it does select from among all the books ever published those titles of particular use to reference librarians. Its twofold purpose is to serve as a textbook for students and as a guide for reference workers. The classification of titles has already been indicated. In addition, there are in the front pages a discussion of the reference department's work, a definition of reference books, a general



study plan for reference books, a list of abbreviations; and in the appendix there is a suggestive list of one hundred reference books, followed by a dictionary index.

The English counterpart for *Mudge* is *Minto*,<sup>19</sup> which was prepared for the purpose of catering more specifically to British needs. Among the evident differences are a natural, greater emphasis on British works, adoption of the *Classification décimale* of the Institut International de Bibliographie, Brussels, which although not rigidly adhered to, is more closely followed by *Minto* than the D.C. is followed by *Mudge*; inclusion of L.C. classification and somewhat briefer, and possibly from our standpoint only, less informative annotations. A good dictionary index is a special feature.

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- ⑦ Subscription Books Bulletin, 1930- . Chicago, A.L.A., 1930- . v.1- . \$2 per year.
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A comparatively recent publication which is growing more indispensable to the reference librarian with each issue and which should perhaps expand its scope to supplement *Mudge*, now that the annual *Library Journal* lists have been discontinued is the *Subscription Books Bulletin*. It was launched in January, 1930 in response to a felt "need for a central advisory service on encyclopedias, subscription sets and various allied compends."<sup>20</sup> This need had undoubtedly been pushed to the fore by the repeated reports of campaigns conducted by unscrupulous subscription books publishers through their official or unofficial representatives.

To combat this "racket," the American Library Association took steps to establish its own "Consumers' research,"<sup>21</sup> by appointing a committee in 1926 to survey the field and to make recommendations. *Subscription Books Bulletin* is the result. The

<sup>19</sup> Minto, John. *Reference books; a classified and annotated guide to the principal works of reference*. London, Library Assn., 1929. 356p. 21s.

—Supplement. London, Library Assn., 1931. 140p. 10s. 6d.

<sup>20</sup> Editorial. *Subscription Books Bulletin*. 1930. v.1, p.1.

<sup>21</sup> Consumers' Research, Inc., Washington, N.J., devoted a section of a recent issue to encyclopedias and sets.

first Subscription Books Committee was under the chairmanship of Miss May Wood Wigginton of the Denver Public Library. Two special issues of note are those of October, 1934, devoted to dictionaries, and January, 1935, devoted to juvenile encyclopedias.

The subscription books publishers' own efforts to combat the "racket," however, must not be lost sight of. In 1924, six years before the *Subscription Books Bulletin* had been launched, the publishers through their own organization invited a representative of the Federal Trade Commission to preside over a meeting called for the purpose of developing a code of fair business practices. Largely through the efforts of the organization president, and other representatives of reputable publishing houses, such a code was developed.

In January, 1938 the *Wilson Bulletin* inaugurated the department, "Current reference books," to evaluate new nonsubscription reference books of especial interest to school, public and college libraries. To some extent this department supplements the present edition of *Basic reference books*.

### III. SELECTED BIBLIOGRAPHIES

#### NATIONAL BIBLIOGRAPHIES

Nearly every nation in the world has a system or series of bibliographies which gives a complete record of the publications in or about that nation from the beginning of printing. As an example of one such system, national bibliographies for the United States are cited.

For the earliest printed books in America two works, *Evans* and *Sabin* exist. There are several differences between them, but for memory purposes, it can be noted that *Evans* has a chronological arrangement, and *Sabin* follows primarily an alphabetic author scheme.

Charles Evans (1850-1935) planned his great work on the assumption that "the fact first in importance in bibliographical research is the date—always the date," and consequently a distinctive feature is the chronological listing of books year by year

from 1639. The first eight volumes, covering the period to 1792, appeared between 1903 and the outbreak of the World War. Then publication was suspended until 1924, when through the efforts of an A.L.A. committee enough subscribers were found to support continuation of the work.

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- ⑧ Evans, Charles. American bibliography; a chronological dictionary of all books, pamphlets and periodical publications printed in the United States of America from the genesis of printing in 1639 down to and including the year 1820; with bibliographical and biographical notes. Chicago, privately printed for the author by the Columbia Pr., 1903-34. v.1-12. \$25 per v.
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Books, periodicals and pamphlets published in America are listed chronologically by date of publication, each volume covering an indicated number of years and including three indexes—authors, classified subjects, and printers and publishers. For each entry, author's full name and birth and death dates, full title, imprint, paging, size and, wherever possible, names of libraries possessing copies, are included.

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- ⑨ Sabin, Joseph. Dictionary of books relating to America, from its discovery to the present time. N.Y., Bibliographical Soc. of America, 1868-1936. 29v. \$4 per pt.
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Joseph Sabin (1821-1881), bibliographer and bibliophile, goes back to 1492 or before, in his plan, and includes books about this country rather than only those by native authors. After 19 volumes of this work had been published, publication suspended with the entry for Smith, H. H. A grant from the Carnegie Corporation and the interest of the Bibliographical Society permitted resumption of the publication August 7, 1927, with Wilberforce Eames as editor. After his death the work was carried forward to completion under the editorship of R. W. G. Vail.

Important in *Sabin's* scope is the fact that books, periodicals, pamphlets *about* America printed elsewhere are included as well

as publications printed *in* America. Arrangement is by authors, anonymous entries, of course, appearing under title. The inclusion of full author's name, title, imprint, collation, frequently contents and bibliographical notes with references to reviews, and often the names of libraries having copies indicates entry fullness.

A nearly consecutive series of national bibliographies can be said to begin with Roorbach's *Bibliotheca Americana*, covering the period 1820-61. This system of American national bibliographies is constructed thus:

Sabin's *Dictionary of books*, beginning to 1892

Evans' *American bibliography*, 1639-1820 (present terminal date 1799)

Roorbach's *Bibliotheca Americana*, 1820-61

Kelly's *American catalogue*, 1861-71

*Publishers' Weekly*, 1872-

*American catalogue of books*, 1876-1910

The period, 1871-76, for which there is no basic bibliography can be covered by the current list for that period of the *Publishers' Weekly*, and by Sabin, when it is complete.

Roorbach<sup>22</sup> links Evans with Kelly. The first volume of *Bibliotheca Americana* is a *Catalogue of American publications including reprints and original works from 1820 to 1852 inclusive, together with a list of periodicals published in the United States*. It contains a list of publishers, followed by an alphabetical author and title list of American publications which gives for each entry: author, title, size, price, publisher and occasionally dates.

Separate sections on law and on American reports, statutes and digests follow. The periodical list, arranged alphabetically by title and including place of publication, frequency and purpose, is last.

Kelly<sup>23</sup> continues the series from 1861 to 1871, and is especially notable for its list of Civil War pamphlets, sermons and addresses, in volume one, and for the lists of society publications in both volumes.

<sup>22</sup> Roorbach, O. A. *Bibliotheca Americana*, 1820-61. N.Y., Roorbach, 1852-61. 4v. o.p.

<sup>23</sup> Kelly, James. *American catalogue of books published in the United States from Jan., 1861 to Jan., 1871*. N.Y., Wiley, 1866-71. 2v. o.p.



In eight series, the *American catalogue of books*<sup>24</sup> carries the record of American publications from 1876 to 1910. The first series, a list of books in print July 1, 1876, comprises two volumes, one for author and title entries and the other for subjects. Series two to four carry the record forward to June 30, 1895, are arranged as series one except that both the author-title list and subject index are in one volume, and feature appendixes devoted to U.S. government and literary and scientific society publications. Series three to four have also lists of state publications. Series five, to Jan. 1, 1900, omits the appendixes. The remaining three series, beginning with the sixth, adopt the dictionary arrangement.

#### TRADE BIBLIOGRAPHIES

Trade bibliographies are frequently current national bibliographies, and as they become retrospective they pass from the former to the latter category. Their purpose, primarily, is to answer for the book trade and for libraries, which form no inconsiderable part of the book trade, the questions, "What books are in print and for sale?"

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- ⑩ United States catalog; 4th ed.; books in print Jan. 1, 1928 . . .  
 N.Y., Wilson, 1928. 3164p. Service basis.  
 —Supplements, 1928- . N.Y., Wilson, 1933- .
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Basic for American trade bibliography is the monstrous volume diminutively referred to by librarians as the *U.S. cat.*

We have already seen that the first such bibliographical venture was the *American catalogue* of 1876. A second "books in print" list appeared in 1899 as the combined work of the *Cumulative Book Index* staff and Mr. George F. Danforth, Librarian of the University of Indiana. The author list and title index arrangement was replaced in the 1902 edition by the present dictionary scheme. A third edition of the *United States catalog* listed books

<sup>24</sup> *American catalogue of books, 1876-1910*. N.Y., Publishers' Weekly, 1876-1910. 15v. o.p.

in print January 1, 1912, and was the forerunner of the present edition.

The 1928 edition has an extended scope. Included are:

1. Publications of American firms
2. Importations by American firms (e.g., Oxford University Press)
3. Publications of universities and societies
4. Canadian firm and university publications, unless also published in U.S.
5. State documents
6. Library of Congress, Smithsonian Institution, National Museum, Bureau of American Ethnology, and a few selected federal documents

Omitted are:

1. Federal documents, in general
2. State agricultural and experimental station publications
3. French-Canadian publications
4. Sheet music

(It is also uneven in its inclusion of importations.)

As already mentioned the arrangement is dictionary—authors, titles and subjects in one alphabet, followed by a comprehensive publishers' directory. For each entry are given author, title, edition, date, publisher, price, paging, Library of Congress card number, and in the case of titles included in the *Book Review Digest*, Dewey class number and subject headings. The author entry has the fullest information.

The *U.S. cat* is of course indispensable in the order department. It is no less useful, however, in reference. First among its reference uses is book identification. For the reader who knows only author or title of a book the remaining bibliographical information can readily be located. The research worker can be shown quickly virtually everything in print in this country on a given subject. Recreational reading advice is made easier by the splendid fiction lists (detective stories, ghost stories, sea stories, etc.) or by the subhead fiction under numerous subject headings, notably "European war—Fiction."

The *U.S. cat* is kept up to date by the *Cumulative Book Index*, which appears monthly, cumulates at irregular intervals during the year and cumulates annually into a supplement. Several annual supplements cumulate into such a large supplement as the 1933-37 volume and no doubt after several of these larger supplements have rendered the whole system awkward and fatiguing to manipulate, a fifth edition of the *U.S. cat* will be issued. This was the case, when, following the publication of four supplements to the 1912 (third) edition (namely 1912-17, 1918-21, 1922-24, 1925-27), the 1928 (fourth edition) appeared.

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- ⑪ Cumulative Book Index, 1898- . N.Y., Wilson, 1898- .  
v.1- . Service basis.
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The *C.B.I.*, with two notable exceptions, is like the *U.S. catalog* which it supplements. The differences are indicated in its preface, thus:

During this period there has been no change in the principles of inclusion of works published in the United States, but these principles have been broadened to include all books in the English language published since the beginning of 1929, regardless of country of issue. The Cumulative Book Index thus is, and will continue to be, a complete bibliography of works in English, exclusive of government documents, tracts, propaganda and other issues of very local or ephemeral nature.

The other change is an addition to entry fulness to indicate change of publisher and price. In all other respects the *C.B.I.* and *U.S. catalog* are alike.

Supplementing the Wilson *C.B.I.*, in a sense, is the weekly record of the Bowker *Publishers' Weekly*.<sup>25</sup> Each issue includes announcements of new books, especially addressed to the bookseller and jobber, and articles dealing with various phases of book distribution and production, as well as news notes, editorials, advertisements, want lists, etc. As a bibliographical tool, however, the principal feature is the "Weekly record," which "de-

<sup>25</sup> *Publishers' Weekly; the American Book Trade Journal*. N.Y., Bowker, Jan., 1872- . v.1- . \$5 per year.

scribes and indexes the new books of all publishers in a convenient reference and buying list for bookstores and libraries." This weekly record is a divided-page author list, with pamphlet material and books of lesser trade interest relegated to the lower half of the page. For each entry, full author's name, title, collation, imprint, price and, usually, annotation are given. The subject of each book is given by means of one of 14 different symbols. Four special numbers are issued each year: spring announcement number in March, summer number in May, fall announcement number in September, and Christmas number in November. The two announcement numbers include forthcoming publications for six months, in dictionary arrangement. Once each month a title index is provided.

A trade bibliography arranged alphabetically by publishers is the *Publishers' trade list annual*.<sup>26</sup> Lack of an index, such as its English prototype, the *Reference catalogue*, has, reduces measurably the facility with which it can be used. Actually, the *P.T.L.A.*, is merely a collection of individual publishers' catalogs bound together in alphabetical order to create a monstrous-sized tome. Except for a list of publishers included, no device to assist in the use of the volume is provided.

The reader with a good private library who takes pride in various secondhand purchases presents not infrequent reference questions which can best be answered through bibliographies. A favorite is, "I have an old book dated 1729. How much is it worth?" Libraries receive numerous bargain, secondhand, rare and remainder catalogs, which have considerable reference possibilities if properly organized. A suggested scheme for retaining these catalogs is included in Drury's *Book selection* (p.262). Another scheme is to keep three separate arrangements:

1. Publishers' catalogs, arranged alphabetically by publisher, to form a supplement to the library's last *P.T.L.A.*, and to be discarded when the next *P.T.L.A.* arrives, or if *P.T.L.A.* cannot be afforded, to be kept permanently, subject to periodic weeding

<sup>26</sup> *The publishers' trade list annual, 1873-* . N.Y., Bowker, Office of the Publishers' Weekly, 1873- . \$3.50 per year.



2. Secondhand catalogs devoted primarily to one subject, arranged alphabetically by subject or classified, to supplement subject bibliographies
3. Auction and rare book catalogs and outstanding examples of bibliographical form, to be arranged alphabetically by issuing source, especially if part of a numbered series. As a rule, bargain, remainder, and other miscellaneous catalogs can be discarded after desired items have been checked and ordered.

These three sets of catalogs may be used to answer such questions as the sample one asked by a bibliophile patron. At least, the reference librarian can indicate what such an item drew on the open market. For more rare books, however, the basic bibliographical tool is *American book-prices current*.<sup>27</sup> This includes books in all languages and from all countries that have been sold in American book markets. It is arranged alphabetically by author in two lists, one for printed books and periodicals, the other for manuscripts and autographs. Information given includes author, title, edition, date, place, size, binding, condition, sale auctioneer, sale date, original auction catalog's lot number, and price for which sold. A sample entry follows (season 1929-30, p.189):

Dunne (Finley P.) Mr. Dooley In Peace and In War. Boston, 1898.  
12mo.

Orig. cl. VV(134) \$12.00.

"VV" indicates the name and date of the sale; by referring to the key in the beginning of the book, these are found to refer to Philo C. Calhoun's library of first editions of American authors, etc., placed on auction in the Plaza Art Galleries, Inc., March 20-21, 1930.

Since November 19, 1937, *American book-prices current* has been changed to include a threefold service:

1. Monthly pamphlet of from 8 to 24 pages containing prompt report of auction from two to four weeks after the sale.

<sup>27</sup> *American book-prices current; a record of books, manuscripts and autographs sold at auction in New York and elsewhere, 1895- .* N.Y., Bowker, 1895- . \$11, including subscription to *American Bookfinder*.

2. Annual bound volume, cumulating (1).
3. Weekly periodical, known as the *American Bookfinder*.

Price for complete service: \$16 less 10 per cent.

#### IV. FOREIGN BIBLIOGRAPHIES

Bibliographic systems comparable to that for the United States can be found in England, France, Germany and in other countries. In summary for the three countries, the principal bibliographic tools follow:

##### NATIONAL BIBLIOGRAPHY—ENGLAND

<i>Title</i>	<i>Period Covered</i>	<i>Scope</i>	<i>Arrangement</i>
Lowndes, W. T. <i>Bibliographer's manual of English literature</i> . . . London, Bell, 1858-64. 6v. in 11. o.p.	Caxton to 1820	50,000 works, notes	v. 1-5, A-Z; v. 6, appendix: lists of society and printing club pubs.; private presses, series etc.
Watt, Robert. <i>Bibliotheca Britannica</i> . . . Edinburgh, Constable, 1824. 4v. o.p.	Beginning to 1824	British and foreign literature	v. 1-2 authors; v. 3-4 alphabetic subject
Arber, Edward. <i>Term catalogues</i> . . . London, Arber, 1903-06. 3v. o.p.	1668-1709 and Easter term, 1711.	Contemporary list edited from London book-sellers' quarterly lists	v. 1, 1668-82; v. 2, 1683-96; v. 3, 1697-1709, and Easter term, 1711
English catalogue of books published, 1801- . . . London, S. Low, 1864-1905; Publishers' Circular, 1912- . 17s. 6d. net.	1801 to date	Books published in England	Alphabetic by author, with some title and catchword subject entries.
Whitaker's Cumulative Book List . . . London, Whitaker, 1924- . 17s. 6d. net.	Quarterly cumulations, 1924 to date	Recent publications	Classified, with author and title index
Publishers' Circular and the Publisher and Bookseller, 1837- . . . London, Publishers' Circular, 1837- . 21s. 8d.	Weekly	Monthly list of books	Same as <i>English catalogue</i> which it supplements
Reference catalogue of current literature . . . London, Whitaker, 1874- . 70s.	Every two years	Books in print	Authors index, titles index

## NATIONAL BIBLIOGRAPHY—FRANCE

<i>Titre</i>	<i>Period Covered</i>	<i>Scope</i>	<i>Arrangement</i>
Brunet, J. C. <i>Manuel du libraire</i> . . . 5 éd. Paris, Didot, 1860-80. 9v. o.p.	Beginning to middle of 19th century	Universal	v. 1-5 author and title; v. 6 subject
Quérard, J. M. <i>La France littéraire</i> . . . Paris, Didot, 1827-64. 12v. o.p.	18th and 19th centuries	French literature	v. 1-10 A-Z; v. 11-12, supplements
Quérard, J. M. <i>La littérature française contemporaine</i> . . . Paris, Daguin, 1842-57. 6v. o.p.	1827-49	Continuation of <i>La France littéraire</i>	Same as other <i>Quérard</i>
<i>Catalogue général de la librairie française</i> . . . Paris, Lorenz, etc., 1840- . \$10 per v.	19th and 20th centuries	French publications; each v. covers periods from 3 to 25 years.	Main author and title list; subject list; notes; cross references
<i>Bibliographie de la France</i> . . . Paris, Cercle de la Librairie, 1811- . 155 fr. per yr.	Weekly	Books, pamphlets, official publications, music, etc.	Annual author and title index
" <i>Biblio</i> " . . . Paris, Service biographique des Messageries Hachette, 1933- . About \$5.50 per yr.	Monthly, Oct., 1933 to date	World list of books published in French	Dictionary, with annual cumulation.

## NATIONAL BIBLIOGRAPHY—GERMANY

<i>Titre</i>	<i>Period Covered</i>	<i>Scope</i>	<i>Arrangement</i>
Kayser, C. G. <i>Vollständiges bûcher-lexikon</i> 1750-1910, Leipzig, 1834-1910. 35 v. M980.	1750-1910	German and some Austrian and Swiss publications	Author, with some title entries; also subject index and "catch-word"
<i>Deutsches bûcherverzeichnis der jahre 1911-</i> . . . Leipzig, Börsenverein der deutschen buchhändler, 1915- .	1911-30	German books published in Europe	Author, with subject index
<i>Deutsche nationalbibliographie</i> . . . Leipzig, 1931- . M15.75 perreihe.	Weekly	Publications outside as well as of the book trade	Two lists: regular trade and extra-trade publications

## V. SUBJECT BIBLIOGRAPHY

As previously indicated, subject bibliography is a bibliography relating to a particular subject. Such bibliographies will comprise important reference tools in the chapters on special subjects to follow. Here it is important to cite a new basic tool which deals with current bibliographies in all subjects:

- 
- ⑫ The Bibliographic Index, a Cumulative Bibliography of Bibliographies, March, 1938- . N.Y., Wilson, 1938- . Service basis.
- 

Issued quarterly and cumulated in bound annual and five-year volumes, the first number of this important work contained 4,400 references to numerous subjects. It is arranged like most Wilson indexes, alphabetically by subject, and provides important current bibliographies on a wide range of topics.

## READINGS

- BARWICK, G. F. Bibliographical societies and bibliography. *The Library*; 4th ser. 1930. v.11, p.151-59.
- BAY, J. C. Charles Evans, 1850-1935. *A.L.A. Bulletin*. 1935. v.29, p.163-64.
- FEIPEL, L. N. Elements of bibliography. *Bibliographical Soc. of America. Papers*. 1916. v.10, p.175-207.
- GASELEE, STEPHEN. The aims of bibliography. *The Library*; 4th ser. 1932. v.13, p.225-58.
- SCHNEIDER, GEORG. Theory and history of bibliography; tr. by Ralph Shaw. N.Y., Columbia Univ. Pr., 1934. 306p. (Columbia Univ. Studies in Library Service, no.1)
- VAN HOESEN, H. B. and WALTER, F. K. Bibliography: Practical, enumerative, historical; an introductory manual. N.Y., Scribner, 1928. 519p.
- WILSON, H. W. A quarter century of cumulative bibliography: retrospect and prospect. N.Y., Wilson, 1923. 44p.
- WYER, J. I. Reference work. Chicago, A.L.A., 1930. p.25-28.



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# Practical Bibliography

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## I. INTRODUCTION

### PLACE IN REFERENCE WORK

One of the reference librarian's duties is the compilation of bibliographies. The files of every good reference department have many such compilations on a variety of subjects. To a certain extent, the citations file will represent short selected bibliographies on numerous topics, but because of the abbreviated form of the references such bibliographies will not be readily used by those outside the reference staff.

Occasions arise when the reference librarian needs to compile a bibliography for someone else's use: on a research topic for a university professor, on a unit of work for a high school teacher, on the art of glass blowing for a mechanic. Such a bibliography should be compiled according to accepted form.

### STYLE MANUALS

At the end of this chapter are cited a number of style manuals. Any one of the form systems described in these is acceptable, especially to the respective sponsors of these forms. For example, publications prepared for the University of Chicago Press must conform to the style described in that organization's manual. Likewise, publications for the H. W. Wilson Company, the Macmillan Company, and other publishers follow a certain prescribed order.<sup>1</sup> Comparison of bibliographic forms employed in learned society journals shows the variety of practice that exists.

<sup>1</sup> This is evidenced by the fact that in this publication A.L.A. style is used rather than that suggested in this chapter.

## II. ENTRY FORM

The plan here outlined is based on the unit scheme described in connection with citation form (see page 16). In this scheme the units found on a standard catalog card are recognized and treated in their regular order:

- |              |  |
|--------------|--|
| 1. Author    | McCombs, C. F. The reference department. Chicago,          |
| 2. Title     | American Library Association, 1929. 42p. (Manual of        |
| 3. Imprint   | library economy, no.22)                                    |
| 4. Collation | A condensed, general discussion of organization, function, |
| 5. Series    | materials, and methods.                                    |
| 6. Note      |  |

## AUTHOR

1. When a *person*, give surname first, followed by forenames in secondary fulness (that is, full forename if there is but one, initials if more than one, except that in the case of women's names always give the first forename in full).

*Examples:*

One forename: Lewis, Sinclair

Two forenames: Mencken, H. L.

Three forenames: Wood, C. E. S.

Woman with two forenames: Sears, Minnie E.

Married woman with maiden name in curves: Parsons, Mrs. Elsie W. (Clews)

2. When *not a person*, use full name, or accepted abbreviated form (when abbreviated, name is filed alphabetically as if it were spelled out). Capitalize the first letter of every important part of the name, or capitalize every letter in the name. This is contrary to *A.L.A. catalog rules*, but is here advocated for bibliographies, first because author does not appear on separate line and therefore cannot be readily distinguished from title, and second, because a corporate author is looked upon exactly as a personal author, and for that reason proper nouns or parts of a name are always capitalized.<sup>2</sup>

<sup>2</sup> Chief argument against this: different capitalization rules are taught in cataloging. On the other hand, rules of indention, author entry, etc. are also different. To the writer, in spite of a thorough acquaintance with *A.L.A. catalog rules*, "U.S. Office of education" looks as queer as "Smith, John Lewis." Both specify a particular author.

*Examples:*

American Library Association, or A.L.A.

(not American library association)

U.S. Office of Education

Smithsonian Institution

New York Public Library

Chicago University. (Resentful criticism may be directed against this, but it is here contended that "University" in an author is not much more distinctive than "the" in a title. There is no point to filing alphabetically by distinctive name under "U" when such institutions as Columbia University, Northwestern University, Stanford University and Vanderbilt University are filed under their distinctive names, and therefore tend to separate universities in the alphabetic filing.)

3. When *a joint author*: if there are two or three authors, give each author in secondary fulness; if there are more than three authors give the first in secondary fulness, followed by the words "and others."

*Examples:*

Two authors: Monroe, W. S. and Asher, Ollie

Three authors: Channing, Edward; Hart, A. B.; and Turner, F. J.

More than three authors: Hatfield, W. W. and others

4. When *author is an editor, compiler, or chairman of a committee*: in the case of collections, compilations, or committee reports, give editor, compiler, or chairman's name according to author form, followed by the appropriate abbreviation, "ed.," "comp.," "chrn."

*Examples:*

Phelps, Edith, ed.

Hatfield, W. W., chrn.

5. When *title is used in place of author*: anonymous works, collections for which no one contributor has any more responsibility than another, periodicals, and certain other serials are usually entered under title. In such cases, if paragraph form is being used for all other entries, employ "hanging indention" form, i.e., first line at first indention and all succeeding lines at second indention.

*Examples:*

ENCYCLOPAEDIA BRITANNICA; a dictionary of arts, sciences, literature and general information. 11th ed.

NOTES AND QUERIES; a medium of intercommunication for literary men, artists, antiquarians, genealogists; 1849-1934.

TITLE

Copy the title exactly as given either on the title page or at the head of an article or section. Subtitle may be omitted, but omissions from the title should be indicated by three dots . . . and additions to the title should be bracketed [ ]. Words should never be omitted from the beginning of a title. Capitalize only the initial letter of the first word and of proper nouns.

*Examples:*

An experience curriculum in English

Who was who . . . those who died . . . 1876-1916

If edition is indicated on title page, give edition following title.

*Examples:*

Guide to the study and reading of American history. Rev. and augm. ed.

The bookman's manual. 4th ed.

IMPRINT

1. *Place*: give, only if other than New York. If several places are indicated, give the first. Abbreviations may be used for places well known, and for states, when state is necessary to identify the city.

2. *Publisher*: give name in full if not well known; use *U.S. catalog* abbreviations for others. Capitalize for all parts of the publisher's name.

3. *Date*: always use imprint date, rather than latest copyright date, for the reason that different edition of same material may change paging. Last copyright date, if different from imprint date, may be given, preceded by "c" following imprint date. If no imprint date is given, use last copyright date, preceded by "c," and if date cannot be approximated, "[n.d.]" may be employed.

4. *Periodical*: give name of periodical and date.



*Examples:*

Place, New York; publisher known, imprint date: Dutton, 1922.

Place other than New York, publisher known, imprint date: Boston, Houghton, 1917.

Publisher not well known: Ann Arbor, Mich., Arts and Sciences Publishing Co., c1929.

## COLLATION

1. *Paging*: for several volumes, give number of volumes.

For a whole book, give total number of pages in Roman or Arabic, taken from the last page of the book. Preliminary pages in Roman numerals may be omitted unless important.

For part of a book, give inclusive paging, always repeating two figures except when the tens digit is a zero, in which case do not repeat the zero.

For a periodical article, give volume number and inclusive paging. If volume is not paged continuously, give issue also.

2. *Illustrations*: illustrations, maps, charts, diagrams, tables, and other representations may be noted in abbreviated form following paging, but usually this is not necessary.

3. *Size* in centimeters, or symbols, may be given, but usually is not necessary.

*Examples:*

For several volumes: 12 v.

For a whole book: 379 p., or lx, 379 p.

For a part of a book: p. 279-91; p. 1149-77; p. 301-9

For periodical article: 1931. v. 21, p. 639-44;

(or) 21:639-44 Je '31;

1933. v. 12, p. 77-83; 1917. v. 1, no. 3, p. 17-24

(or) 12:77-83 Ja 15 '33; 1:3:17-24 Je '17

Illustrations: illus., front., port., tables, maps

## SERIES

Give in parentheses in form found in book, except that information already given in author, title, or imprint need not be repeated.

*Examples:*

(Rural school leaflets, no. 23)

(Library Curriculum studies)

## PRICE

List price may be given following series or collation, if price is wanted.

## NOTES

An annotated bibliography is frequently more useful than one without notes. The annotation follows the last entry item, whether collation or series, and usually begins on a new line. Good notes are compact, repeating no information already given in the entry and avoiding superfluous words.

## FORM APPLICATIONS

Many unusual and exceptional publications tend to make uniformity in bibliographic style complicated. To a certain extent, complete uniformity is impossible. Nor is perfect uniformity desirable. Other considerations enter in, especially economy. Frequently uniformity and economy are mutually exclusive. For example, it has been suggested that series be given exactly as found on the title page. In the case of an entry under "U.S. Office of Education" as author, the choice between uniformity and economy presents itself in the listing of an item from the *Bulletin* series. Shall it be:

*Uniformity:* (U.S. Office of Education. Bulletin, 1935, no.3)

or

*Economy:* (Bulletin, 1935, no.3)

since U.S. Office of Education is already given as author? In this particular case the balance seems to be in favor of economy.

In general, if one will recall the five units of a bibliographic entry in their order, (1) author, (2) title, (3) imprint, (4) collation, (5) series, it will be easier to secure uniformity and economy in the compilation of a bibliography. Let us apply this scheme to the various types of publications encountered in the compilation of a bibliography:

1. *Entry for a whole book or set of books* is the simplest problem in most cases. The five units apply with virtually no adaptation problems.

*Examples:*

RUSSELL, BERTRAND. Education and the good life. A. & C. Boni, c1926. 319 p.

HOLDEN, J. A. The bookman's glossary; a compendium of information relating to the production and distribution of books. 2d ed., rev. and enl. R. R. Bowker Company, 1931. 153 p.

HAINES, HELEN E. Living with books; the art of book selection. Columbia University Press, 1935. 505 p. (Studies in library service, no. 2).

WEST, C. J. and BEROLZHEIMER, D. D. Bibliography of bibliographies on chemistry and chemical technology. 1900-1904. Washington, National Research Council, 1925. 308 p. (Bulletin, v. 9, pt. 3).

HATFIELD, W. W., chrm. An experience curriculum in English; a report of the Curriculum Commission of the National Council of Teachers of English. D. Appleton-Century Company, c1935. 323 p. (English monograph, no. 4)

COMPTON'S pictured encyclopedia. Chicago, F. E. Compton & Company, c1935. 15 v.

2. *Entry for part of a book.* There are three common problems here. The first, page references to an author's book, is comparatively simple, the inclusive paging becoming the collation in regular order.

The second, page reference to a titled topic in an author's book, becomes a simple analytic, the order being:

- a. Author
- b. Title of topic
- c. In parentheses: "In his"
  - 1) Title of book
  - 2) Imprint
  - 3) Specific paging

The third, page reference to an article by an author different from the author of the book, resolves itself into:

- a. Author of articles
- b. Title of article
- c. In parentheses: "In"
 

1) Author of book	(a. author)
2) Title of book	(b. title)
3) Imprint	(c. imprint)
4) Specific page of article cited	(d. collation)

*Examples:*

WYER, J. I. Reference work. Chicago, A.L.A., 1930. p. 16-19. (*Reference to an author's book*)

BOSTWICK, A. E. Library buildings. (In his *American public library*. 3d ed. Appleton, 1923. p. 282-311.) (*Reference to a topic in an author's book*)

LOVIS, MARION. The diary of a school librarian. (In Wilson, Martha, comp. *Selected articles on school library experience*. Wilson, 1925. p. 105-12). (*Reference to a topic in a book not the author's*)

3. *Entry for periodical articles.* The best form, except for lack of uniformity in author fulness and indention, is that employed in the H. W. Wilson Company periodical indexes.

- a. Author
- b. Title
- c. Periodical
- d. Volume and paging (If volume is not paged continuously, issue number must be given.)
- e. Date

While this order apparently places collation (4) ahead of an imprint item (5) the scheme is here recommended because it has been so generally adopted. There is obviously no reason, for example, why the volume and paging should not follow the date, and therefore, if absolute uniformity is aimed at, this change may be adopted.

Newspaper articles can be treated in approximately the same way except that it is desirable to cite the column as well as the page. Standard size newspapers have eight columns which are cited as though numbered from left to right. Thus,

Editorial. *New York Times*. Feb. 26, 1935. 6:7

refers to page 6, column 7, of the February 26 issue. Sunday papers and daily editions which do not number the pages of sections consecutively can be cited, as in the *New York Times Index*, as II, 6:7, meaning Section 2, page 6, column 7.

4. *Entry for a government publication.* The chief concern is with U.S. federal documents, to which reference is most frequently made and which have been frequently criticized for their lack of uniformity. State and foreign documents are much less frequently cited, and consequently the following adaptation of form can be made:



- a. Author—give person, as author whenever possible; otherwise give source as author, always beginning with government concerned.

*Example:*

U.S. Dept. of Labor  
Tennessee. Division of School Libraries  
Canada  
Gt. Britain  
Germany

- b. Title as given  
c. Imprint—economy rather than uniformity being urged here

Except in careful cataloging the imprint items "Washington, Government Printing Office" do not appear to be necessary for U.S. federal documents. Instead it is suggested that place be omitted and only issuing source and date be given. In cases where author and issuing source are the same, repetition in the imprint is unnecessary, and therefore only the date need be given.

- d. Collation as for book or parts of book  
e. Series—do not repeat government source if already indicated in author or imprint. Give only series name and number.

*Examples:*

LATHROP, EDITH A. Aids in book selection for elementary school libraries. U.S. Office of Education, 1933. 18 p. (Circular no. 69).

U.S. BUREAU OF EDUCATION. List of references on vocational guidance. May, 1927. 22 p. (Library leaflet no. 33).

ADDIS, WELFORD. Bibliography of Negro education. (In U.S. Commissioner of Education. Report for 1893/1894.<sup>3</sup> p. 1038-61).

BIBLIOGRAPHY of Herbartianism. (In U.S. Commissioner of Education. Report for 1892/1893.<sup>4</sup> p. 393-96).

5. *Entry for society publications and other series*, the same rules as for government publications are suggested; i.e., use person as author wherever possible, and do not repeat in imprint or series information already given. It is not necessary to give place in the author entry unless the place is an integral part of the society name, or the society is likely to be confused with one having a similar name. Where place is the distinctive part of the

<sup>3</sup> 1893/1894 indicates academic year, that is, approximately from Sept., 1893 to June, 1894; 1893-1894 includes both years in full.

<sup>4</sup> See footnote 2.

name it is suggested place be given first in the author unit. Well-known organization names like American Library Association and National Education Association may be abbreviated in generally accepted form. If the bibliography, however, is intended for some one outside the society's field of endeavor, it is better to give the name in full.

*Examples:*

AMERICAN LIBRARY ASSOCIATION (or A.L.A.). Survey of libraries in the United States. Chicago, 1926. v. 2, p. 78-104.

NATIONAL EDUCATION ASSOCIATION (or N.E.A.). Research Division. Research related to children's interests and references in reading. (In Dept. of Elementary School Principals. Twelfth yearbook. Washington, June, 1933. p. 485-518).

COLUMBIA UNIVERSITY. Register of Teachers College doctors of philosophy, 1899-1928. 45 p.

SELLE, E. S. The organization of the National Education Association. Bureau of Publications, Teachers College, Columbia University, 1932. 180 p. (Contributions to education, no. 513).

### III. COMPILING THE BIBLIOGRAPHY

#### MATERIALS

Librarians prefer to work with cards or slips 3 x 5 inches in size; many research workers contend for a larger size, 4 x 6, or even 5 x 8. The latter contention is based primarily on a desire for more note space. This appears to confuse the functions of bibliography and manuscript notes. For the latter, a 5½ x 8½, half-size typewriter sheet is most desirable. But for the bibliography, the 3 x 5 card seems to have the advantages of convenience and the stimulus to make compact annotations. Elimination of entry repetition, unnecessary articles, prepositions, and phrases like "this book," "the author," "interestingly written," etc., will result in leaving adequate space for the five units of a bibliographical entry, and a useful annotation.<sup>5</sup>

<sup>5</sup> The opposite point of view is held by Dr. Carter Alexander of Teachers College, Columbia University, who has devised a "Universal bibliography card" of the larger size, with 11 items and blank lines to be filled in on the entry side, and with numerous items for annotations on the reverse side. This card seems unnecessarily complex, and the printed items and lines use up considerable space leaving little more white card than can be found on the 3 x 5.

## CARD FORM

The 3 x 5 card below illustrates indentation, punctuation, and spacing in terms of typewriter spaces:

West, C. J. and Berolzheimer, D. D. Bibliography of bibliographies on chemistry and chemical technology, 1900-1904. Washington, National Research Council, 1925. 308 p. (Bulletin v. 9, pt. 3).

Classified with author and subject index; brief annotations.

We may analyze this card as follows:

*Indentation:* 3 spaces for entry and for note

*Spacing:* 3 spaces between author and title; title and imprint; imprint and collation; collation and series

1 space between joint authors; parts of the imprint. The note begins on a new line regardless of where the entry ends

*Punctuation:* A period separates author from title; title from imprint; imprint from collation; collation from series; series from note

## ARRANGEMENT

As sources are canvassed and entries recorded, cards should be arranged alphabetically by author until bibliography is ready in final form for the printer or typist. The alphabetic arrangement is the simplest and safest for preventing duplication while the bibliography is in process.

After all of the entries are complete on cards any arrangement desired can be made. The following are common arrangements other than the author list, which may be adequate in a short bibliography on a limited subject, but is certain to be inadequate for an extensive list on a large topic:

1. Classified, according to some logical or psychological scheme. Author, title and, frequently, subject index or indexes are desirable.
2. Alphabetic subject list. Author index as part of main list, or separate, is desirable.
3. Author list, with topical index.
4. Chronological list, with author, title and subject index or indexes.

An example of the first type of arrangement can be found in the U.S. Bureau of Education's current *Bibliography of educational research*. Most of the Wilson indexes are examples of the second type with author, title and subject entries in one alphabet. The third type is illustrated by Monroe, W. S. and Asher, Ollie. *Bibliography of bibliographies*. Urbana, Ill., University of Illinois, 1927. 60p. (Bureau of Educational Research, Bulletin no.36.) For an example of the chronologic list, reexamine Evans' *American bibliography*.

Mr. A. W. Pollard, eminent bibliographer, has indicated (in his article for the *Encyclopaedia Britannica*, 11th ed., v.3, p.910) certain criteria for selecting the best arrangement. These may be summarized in terms of the compiler's object, as follows:

1. For detailed information about individual books, *alphabetic* arrangement by author, and under authors alphabetic by title.
2. To illustrate history and development of subject, or author's literary biography, *chronologic*.
3. For direction in reading, *subject-index*, alphabetic by subject, and under subject chronologic.
4. To show how far the whole field has been covered and what gaps remain to be filled, *class* catalog, arranged by subject; logical subdivisions.

#### FINAL FORM

The card entries should finally be typed on pages and inserted in the manuscript under preparation or set up directly for print-



ing. In the former case, the bibliography, if it is part of an article, is usually placed at the end, where it takes this form:

#### BIBLIOGRAPHY

ANDERSON, MRS. ROXANNA E. A preliminary study of the reading tastes of high school pupils. *Pedagogical Seminary*, 1912. v. 19, p. 459-60.

Summarizes 21 early studies.

COXE, W. W. Scientific literature on the reading interests of school children. *Library Journal*, 1932. v. 57, p. 9-15.

Bibliography in footnotes.

GRAY, W. S. and MUNROE, RUTH. The reading interests and habits of adults. Macmillan, 1929. p. 275-98.

Covers the period 1889-1928 with about 150 annotated references.

HANSEN, ROWNA. Teaching of reading and arithmetic. Washington, U.S. Office of Education, 1934. 7 p. (Good references, no. 10).

A list of 50 annotated references.

JORDAN, A. M. Children's interests in reading. Teachers College, Columbia University, 1921. p. 1-42. (Contributions to education, no. 107).

Critical review of 20 previous studies.

MACKINTOSH, HELEN K. A critical study of children's choices in poetry. Iowa City, University of Iowa, 1932. p. 125-28. (Studies in Education, v. 7, no. 4).

Cites 78 previous publications.

MEEK, LOIS H., chrm. Studies in language development. (In National Society for the Study of Education. Twenty-eighth yearbook. 1929. p. 495-568).

N.E.A. RESEARCH DIVISION. Research related to children's interests and preferences in reading. (In Elementary school principals. Twelfth Yearbook. 1933. p. 485-518).

Individual and general summaries of 16 studies.

SELECTED references in reading, writing, and arithmetic. *Childhood Education*, 1927. v. 4, p. 101-2.

Researches and discussions, classified and annotated.

U.S. BUREAU OF EDUCATION. Annotated bibliography of medical inspection and health supervision of school children in the United States for the years 1909-1912. Washington, 1913. p. 3-132. (Bulletin no. 16).

293 references classified by locality.

The average bibliography prepared in the course of reference work for a reader should, however, stand by itself, on regulation typewritten sheets, 8½ x 11. After the desired arrangement has been effected in the card file, entries may be copied on to the sheets, for distribution to readers.

## IV. FOOTNOTES

Closely related to bibliographic form is that of footnotes. An even greater variation will be found to exist among learned societies and publishers as to proper form. The University of Chicago *Manual of style*, which requires surname first in the bibliography insists on the reverse order for footnotes, that is,

John C. Almack, *Research and Thesis Writing* (Boston: Houghton Mifflin Co., 1930), pp. 221-33.

There seems to be little or no justification for this either from a psychological or a logical standpoint. Any one who has done a considerable amount of alphabetic filing by surnames will attest there is nothing so annoying as to have a forename and initials constantly getting in the way first. This annoyance occurs with footnotes when it becomes necessary to check citations with the full bibliography at the end of the study.

The purpose of footnote reference may be summed up as: (1) to provide exact source of evidence and to acknowledge indebtedness to that source; (2) to refer to other parts of the manuscript. Additional footnote purposes like the amplification of a discussion beyond the point permissible in the text do not concern us here.

Accordingly the following footnote form is here advocated:

1. Author—follow bibliographic form.
2. Title—in full on first occurrence; long title may be shortened for subsequent citation.
3. Imprint—in full on first occurrence; subsequently, date only.
4. Series—first time only.
5. Collation—indicate specific paging each time.

There are two methods of inserting footnotes which are commonly employed. One of these methods consists of inserting the footnote immediately following the reference to it. In this scheme, the footnote is separated from the text above and below by an unbroken line typed across the page. The other method follows the scheme employed in printed material of collecting all the footnotes referred to on any one page at the bottom of that page.

Under this arrangement, footnotes are separated from the text by a double space and a line drawn from left to center, fifteen typewriter spaces long. Each footnote is indented like a bibliographic entry and separated from succeeding footnotes on that page, by a double space. The numbering of footnotes is consecutive for each chapter. A footnote reference is indicated in the text by a raised or superscript numeral placed at the end of the thought, quotation, or sentence embodied in the footnote reference.

#### SPECIAL FORMS

1. *Ibid.* (abbreviation for *ibidem*, "in the same place") is used in repeating reference to the work cited immediately previous.

*Examples:* <sup>1</sup> Wyer, J. I. *Reference Work*. Chicago, A.L.A., 1930, p. 16-19.

<sup>2</sup> *Ibid.*, p. 27-28.

<sup>3</sup> *Ibid.*

(Note that footnote 3 cites the same work and the same place in that work.)

2. *Op. cit.* (abbreviation for *opere citato*, "in the work cited") is used when several footnotes intervene between two citations to the same work, in the same chapter.

*Examples:* <sup>4</sup> Holden, J. A. *The bookman's glossary*. 2d ed. rev. and enl. Bowker, 1931. p. 35.

<sup>5</sup> Esdaile, Arundell. *A student's manual of bibliography*. Scribner's, 1931. p. 335-39.

<sup>6</sup> Holden, *op cit.*, p. 57.

<sup>7</sup> Esdaile, *op. cit.*, p. 97.

3. *Loc. cit.* (abbreviation for *loco citato*, "in the place cited") is used when several footnotes intervene between two citations not only to the same work, but also to the same place.

*Examples:* <sup>8</sup> Holden, *loc. cit.*

<sup>9</sup> Esdaile, *loc. cit.*

4. *Supra* (above) and *Infra* (below) are used to refer to other parts of the manuscript being written.

*Examples:* (on p. 127 of the manuscript appear these footnotes)

<sup>10</sup> *Supra*, p. 96.

<sup>11</sup> *Infra*, p. 144.

#### FOOTNOTE ABBREVIATIONS

*Cf.* (*confer*, "compare")

*Cf. ante* (*confer ante*, "compare above")

*Cf. post* (*confer post*, "compare after")

*e.g.* (*exempli gratia*, "for example")

*et al.* (*et alii*, "and others")

*et passim* ("and here and there")

*i.e.* (*id est*, "that is")

*vid.* (*vide*, "see")

*viz.* (*videlicet*, "namely")

#### READINGS

ALEXANDER, CARTER. How to locate educational information and data. N.Y., Teachers College, Columbia Univ., 1936. 272p.

A.L.A. catalog rules, author and title entries. Chicago, A.L.A., 1908. 88p.

ESDAILE, ARUNDELL. A student's manual of bibliography. London, Allen & Unwin, 1931. 383p.

FEIPEL, L. N. Elements of bibliography. Bibliographical Society of America. Papers. 1916, v.10, p.175-207.

GASELEE, STEPHEN. The aim of bibliography. The Library. 4th ser. 1932. v.13, p.225-58.

MANLY, J. M. and RICKERT, EDITH. How to make a bibliography. (In their Writer's index of good form and good English. Holt, 1923. p.21-25.)

SCHNEIDER, GEORG. Theory and history of bibliography; tr. by Ralph Robert Shaw. N.Y., Columbia Univ., 1934. 306p.

SHACKFORD, M. H. For better bibliographies. Educational Review. 1919. v.57, p.434-38.

VAN HOESSEN, H. B. Graduate and undergraduate instruction in bibliography and use of the library. School and Society. 1935. v.21, p.311-14.

WALTER, F. K. Directions for original bibliography. N.Y., State Library, 1913. p.13-17. (Library School bulletin no.34)

#### *Style Manuals*

CHICAGO UNIVERSITY PRESS. A manual of style containing typographical rules governing the publications of the University of Chicago together with specimens of type used at the University of Chicago Press. 10th ed. 1937. 394p.



- U.S. GOVERNMENT PRINTING OFFICE. Foreign languages for the use of printers and translators; supplement to style manual . . . February, 1934. Washington, Govt. Print. Off., 1934. 166p.
- Style manual of the Government Printing Office, issued by the Public Printer. Rev. ed., March 1933. Washington, 1933. 302p.
- VAN HOESEN, H. B. Short cataloging and bibliographical cataloging. Princeton Univ. Pr., 1921. 23p., also appears in American Library Institute. Papers and Proceedings, 1920:15-41.
- WOOD, G. M. Suggestions to authors of papers submitted for publication by the United States Geological Survey, with directions to typists. 4th ed. rev. and enl. by Bernard H. Lane. Washington, Govt. Print. Off., 1935. 126p.

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# Special Reference Materials; Library Science

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## I. INTRODUCTION TO SPECIAL REFERENCE MATERIALS

### THE GENERAL APPROACH TO REFERENCE QUESTIONS

By far the majority of reference questions asked in school, public, and college libraries can be answered through the intelligent use of general reference materials—dictionaries, encyclopedias, yearbooks, directories, atlases, serials, bibliographies and indexes—confined to no one subject. Indeed, it is probable no less than 75 per cent of all reference questions in general libraries can be answered with an unabridged dictionary, a large adult encyclopedia and the *World almanac*. The approach to popular questions is approximately as follows:

1. *Dictionary*, for meaning of difficult words or terms
2. *Encyclopedia*, for background and basic information
3. *Yearbook*, for statistics and supplementary background
4. *Atlas*, for location of places
5. *Indexes, bibliographies and catalogs*, for guide to books, serials and their contents
6. *Serials*, chiefly periodicals, for current information

Now, while such an approach will suffice for reference questions in general libraries, it will prove entirely inadequate in a special library or for the subject specialist in a general library. The specialist is already acquainted with the general terminology of his field, and has a background that will usually render the encyclopedia information on the subject trite. Consequently, for his purposes special subject reference materials are necessary almost from the start.

In most special libraries, the tendency is to employ reference workers who have in addition to library training a knowledge of the special subject. Thus, increasingly, law librarians are library-trained lawyers, medical librarians are library-trained students of medicine, newspaper librarians are library-trained journalists, and business and industrial librarians are individuals with commercial experience as well as library training. Reference librarians with such double preparation can be counted on to do effective reference work in the fields of their specialization.

None but the very largest general libraries, however, can afford to employ specialists in all the fields represented by their collections or patronage, and therefore it falls upon the reference librarians to know enough about all of the various specialties to serve the occasional specialist-readers who require library aid. Obviously, no one individual can hope to know much about all of these subjects. The reference librarian can, however, learn the basic reference materials in each field, and thus prepare himself to give considerable assistance to the research worker.

#### THE SPECIAL APPROACH TO REFERENCE QUESTIONS

The special approach to reference questions almost reverses the order followed for most general questions. In the chapter on reference methods, more will be said about the various factors which effect this order, but for the present those conditions produced by the reader's equipment or the collection's limitations will be ignored. In most cases the important reference tool in specialized subject work is the bibliography in its various forms: bibliography of bibliographies, index, abstract, digest, summary or literature guide. The next most important reference tools are found among the serial publications—periodicals, society and government—which are practically the only sources used by specialists in certain fields.

In summary, special reference tools classify as to form and use about as follows:

1. *Bibliographies*, for beginning the investigation
2. *Serials*, for latest developments

3. *Dictionary*, for terminology
4. *Cyclopedia*, for subject background and summary
5. *Yearbooks*, for recent progress summary

For examples of each of the types of reference books in the various subject fields, reexamine the table in Chapter I.

1. The importance of *bibliographic tools* to specialized research has been well stated by Feipel in the excellent paper already alluded to:

A bibliography of a subject is to the literature of that subject what an index is to a book. It shows the extent of the literature and the amount of work that has been bestowed upon it. It brings together scattered fragments of book knowledge and makes them readily accessible. Next to having knowledge is knowing where to go for it, and the only enduring guide in that direction is a bibliography.<sup>1</sup>

a. Of all these tools, *bibliographies of bibliographies* are the special division of subject bibliographies which merits particular study. The increasing attention now being paid to bibliographies in all subjects, both as separate undertakings and as important parts of original investigations, makes the need for a list of bibliographies or of articles and monographs featuring bibliographies imperative as the starting point for study or further research. Among some of the examples of subject bibliographies of bibliographies, the following may be cited:

Chemistry: West, C. J. and Berolzheimer, D. D. *Bibliography of bibliographies on chemistry and chemical technology, 1900-1924*

Education: Monroe, W. S. and Shores, Louis. *Bibliographies and summaries in education, to July 1, 1935*

English: Northup, C. S. *Register of bibliographies in English language and literature*

b. In a number of fields *guides* and manuals for research workers and advanced graduate students have been compiled. These manuals usually introduce the student to the divisions of the subject, the methods of research most commonly employed, and the

<sup>1</sup> *Elements of bibliography*. Chicago, Univ. of Chicago, 1916. p.201; reprint from Bibliographical Society of America. Papers. 1916, v.10, p.175-207.



principal reference materials. An excellent example of this type of bibliographic tool is:

Crane, E. J. and Patterson, A. M. *Guide to the literature of chemistry*. 1927

Guides provide a useful introduction to the subject for reference librarians as well as for research workers.

c. The bibliography of bibliographies and the literature guide will suggest many strong bibliographies on special phases of the subject. In addition, there are now numerous special serial *indexes*, the H. W. Wilson Company alone covering nearly every important research field, about as follows:

Humanities: *International Index*

Science, Technology, Business: *Industrial Arts Index*

Agriculture: *Agricultural Index*

Art: *Art Index*

Education: *Education Index*

And these are supplemented by other indexes among which are the following:

Social Sciences: *Public Affairs Information Service*

Medicine: *Index Medicus*

Law: *Index to Legal Periodicals*

Engineering: *Engineering Index*

d. *Abstracts, digests and summaries* are increasing in number as rapidly as the volume of literature in a given field makes them necessary. The first two are really serial bibliographies with extended annotations appearing quarterly or with even greater frequency. Examples are:

Chemistry: *Chemical Abstracts*

Education: *Education Abstracts*

Psychology: *Psychological Abstracts*

The summary, too, is primarily a kind of bibliography, with the difference that the references usually follow the text or are in the footnotes, and the annotations comprise the more or less

continuous narrative which describes the listed entries and undertakes to present a whole picture of work accomplished in a restricted field. A well-known example of a summary is:

Gray, W. S. *Summary of investigations relating to reading*

2. Serial publications. Periodicals published by commercial publishers are as a rule likely to be less important for reference purposes in special fields than are the publications of societies, institutions and governments. Occasionally, however, an important serial comes from a private publisher who has undertaken to issue a publication for a society or an institution.

The sources from which important reference serials may be expected are as follows:

a. *Learned society, or societies*, whose purposes relate to the field. These societies include international, national, state and local organizations.

b. *Colleges and universities* with departments of instruction and research in that field

c. *Philanthropic foundations* which have contributed funds for the support of research or instruction in that field

d. *Governments*—national, state, and city—with departments or bureaus devoted to activities in that field

Other agencies, similar to or combinations of the four classes listed, are also sources for serial publications. For example, councils, such as the American Council of Learned Societies, accrediting agencies like the Southern Association of Secondary Schools and Colleges, and libraries, museums, and hospitals, indicate other sources for serial publications.

Finally, industry and business issue serials of some value to science and economics; railways, steamship companies and other transportation enterprises may issue material of value to geography and other social sciences; the publishing trade may contribute to reference in the languages and literatures.

3. A plea for subject *dictionaries* is implied in Robert Littell's humorous article, "Sociological thingamajigs:"

Anyone who pretends to be civilized and wants to keep up with the times must have a smattering of these technical languages. Anyone who wants to know what is going on in the world of law, advertising, crime, medicine, biology, finance, or astrophysics must have a glimmering of what is meant by *nolle pros.*, *certiorari*, layout, coverage, tommygun, bacteriophage, gene, chromosome, technical recession, vector.<sup>2</sup>

Anyone who does not know the meaning of these terms, and wants to, should of course go to a good dictionary, and preferably one in each of the fields mentioned.

Some examples of subject dictionaries are:

Art: Adeline. *Art dictionary*

Law: Bouvier. *Law dictionary*

Medicine: Stedman. *Medical dictionary*

Psychology: Warren. *Dictionary of psychology*

For subject fields without special dictionaries, a good unabridged dictionary will prove helpful. To determine the degree of reliability in a general dictionary for specialized terms consult the list of contributors for authorities in the subject to which the terms relate. Both *Webster's* and *Funk & Wagnalls'* dictionaries include the work of a great many specialists.

4. *Cyclopedias* as here defined include more than just those reference books with the word "cyclopedia" or "encyclopedia" in their titles. Any general background book in the subject is considered a reference work with cyclopedic functions.

The most common subject cyclopedia is the volume or set in which materials are arranged alphabetically as in a general encyclopedia. Examples are:

Education: Monroe, Paul. *Cyclopedia of education*

Government: McLaughlin, A. C. and Hart, A. B. *Cyclopedia of American government*

Religion: Hastings, James. *Encyclopedia of religion and ethics*

Social Sciences: *Encyclopaedia of the social sciences*; editor-in-chief, Seligman, E. R. A.

<sup>2</sup> *Today*. Feb. 8, 1936. v.5, p.16.

But will anyone doubt that Larned's *History for ready reference* is any less a cyclopedia for history? Most subject compends, outlines, and histories with good indexes or other convenient arrangement schemes may be used as cyclopedias to support the work done with the general encyclopedia.

5. There are a great many *yearbooks, directories, and representations* in most subjects—many more than the reference librarian in a general library can ever hope to master. There are, however, a few types for which the reference worker must be on the lookout:

- a. *Biographical directories*, the who's who's in agriculture, art, education, law, literature, science, social science
- b. *Yearbooks or annuals*, reporting current progress
- c. *Handbooks, manuals* and other factbooks

Examples of these for a few subjects are:

Ewen, David. *Composers of today*  
Murchison, Carl. *Psychological register*  
*Annual register*  
*American art annual*  
*Political handbook of the world*  
Brewer. *Historic notebook*

#### THE SUBJECT FIELDS

Later in this chapter and in those which follow a selected number of reference books in the following grouped fields will be examined in relation to reference problems: library science; history, biography, and geography; literature; social sciences; philosophy and religion; pure and applied science; practical and fine arts. This division of subject matter fields is purely arbitrary. Library science is included in this chapter as an example of a special field about which the student may be expected to know something from the start.

Obviously, all of the reference materials cannot be examined here. The titles discussed in this book can be supplemented for purposes of specialization in any one field with Mudge's *Guide to reference books*, Van Hoesen and Walter's *Bibliography*, and



with the various subject bibliographies and guides. The selection here presented is expected to provide adequate reference material for 95 per cent of all reference work done in college, public and school libraries.

Finally, it should again be recalled that the resourceful reference librarian never confines himself to reference books only. The whole world of written and oral records can be explored, if time and resources permit and warrant, to secure the necessary information. But the librarian who masters the reference books discussed in this volume will only occasionally have to use additional material in everyday general reference works. That is the reason why reference books are studied intensively, because, as a class, they offer more accessible information per page than any other kind of printed materials.

As an approach to any new subject the following two steps are necessary:

1. Acquaintance with the *scope of the field*. This includes definition of the subject and its main divisions; a history of the subject's development; introduction to the principal problems or questions, controversial or otherwise; recognition of the significant names of individuals and groups of individuals who have contributed to the subject's development. All of this can be accomplished to a very limited extent by reading a good general encyclopedia article and a few carefully selected periodical articles.

2. Acquaintance with the *basic literature of the field*, including both reference and nonreference materials. This can be accomplished by mastering the basic titles examined in this book and by supplementary examination of subject bibliographic tools.

#### STUDY OF SPECIAL REFERENCE BOOKS

Peyton Hurt has suggested an excellent procedure for approach to the knowledge of a special subject.<sup>3</sup> Based somewhat on his outline and on experience with several first-year reference classes, the following adaptation is here suggested.

<sup>3</sup> Hurt, Peyton. Staff specialization. *A.L.A. Bulletin*. 1935. v.29, p.417-21.

## SPECIAL REFERENCE BOOKS

*Study Outline*I. *For Subject Background*

- A. Prepare topic outline of field's subject content, using several standard introductory texts for comparison as well as the appropriate divisions of the D.C., L.C. and other classification schemes.<sup>4</sup>
- B. Make a list of important names of persons and organizations in field. The former list can be compiled from the books used for the topic outline. The latter should include learned societies.
- C. Locate and examine all guides to the literature of the field. These include bibliographies of bibliographies as well as manuals.
- D. Study the special reference books according to outline section 2, differentiating the titles that cover the whole field and those that cover separate divisions.

II. *For Special Reference Books*

- A. Scope, noting
  1. Subject limitations
  2. Time limitations
- B. Arrangement, noting
  1. Text sequence, which may be alphabetical, logical, regional, chronological or statistical.
  2. Index, which may vary as to location, scope, organization.
- C. Special features, noting particularly in what respect the general reference books are supplemented.

The various study outlines used in the study of dictionaries, encyclopedias, indexes and bibliographies can be employed in an abbreviated form for the study of subject reference books. In general, evaluation items are comparatively less important in special reference books than in those reference books intended for popular consumption.

## II. LIBRARY SCIENCE

In its broadest sense, library science includes all phases of the preservation and dissemination of the records of man. The subject is both old, from the standpoint of emphasis on the preserva-

<sup>4</sup> Roget's *Thesaurus*; Bliss, H. E., *System of bibliographic classification*; Syllabi of college courses, etc., are possibilities.

tion phase, and new, from the standpoint of emphasis on the dissemination phase, but its literature is not nearly as extensive as that of most other subject fields.

As a background for effective reference work in a library school library, for example, the standard professional course of training should be more than adequate. This background is composed of an acquaintance with the following:

1. Phases of the subject: acquisition, preparation, circulation, reference and administration in the various kinds of libraries
2. Current problems, about which reference questions are likely to be asked: federal aid; regional planning; cooperative cataloging; book reproduction; library's educational functions
3. Significant names of groups and individuals: the American Library Association and its various sections; the founders of that organization—Winsor, Dewey, Poole, Cutter and others
4. Literature of the field

#### BIBLIOGRAPHIC TOOLS

The basic bibliographic tool is Cannons' *Bibliography of library economy, 1876 to 1920*,<sup>5</sup> supplemented by the continuations of this work now being issued by the H. W. Wilson Company. Cannons' list indexes periodical literature for articles relating to library science in its broadest sense, including publishing and bibliography. A classified arrangement with entries in chronologic order under the various subdivisions, followed by an alphabetic subject index, is the key to *Cannons*'.

The continuation<sup>6</sup> of *Cannons*' was begun as a project of the newly formed Junior Members' Round Table of the American Library Association. Beginning with 1921, the first volume extended the indexing through 1932, increasing the number of periodicals indexed from 65 to 77, although eliminating some 33

<sup>5</sup> Cannons, H. G. T. *Bibliography of library economy; a classified index to the professional periodical literature relating to library economy, printing, methods of publishing, copyright, bibliography, etc., from 1876 to 1920*. Chicago, A.L.A., 1927. 680p. (Now sold by H. W. Wilson on service basis.)

<sup>6</sup> *Library literature, 1921-; a supplement to Cannons'*; comp. by the Junior Members' Round Table of the A.L.A. under the editorship of Lucile M. Morsch and Marian Shaw. Chicago, A.L.A., 1934-. (Now sold by H. W. Wilson on service basis.)

that the foundation volume had indexed. The 1932-36 supplement was published by the H. W. Wilson Company, which also distributes the other two volumes now.

A guide to the literature of the field is Burton and Vosburgh's *Bibliography of librarianship*,<sup>7</sup> which is a selected list of the essential books and serials arranged by the classification scheme employed in the annual *Year's work in librarianship*, and indexed by author and subject. Both compilers—one American and the other English—were fellow students in the University of London School of Librarianship, where they undertook the project together. The result is an excellent annotated guide which compares favorably with similar bibliographic tools in other subject fields.

There are, of course, bibliographic tools for special phases of librarianship—college and school libraries, cataloging and classification, reference, etc. Especially worthy of notice is the department of "Current library literature" in the *Library Journal*, which was begun in 1930.

#### SERIAL PUBLICATIONS

An excellent list of professional periodicals will be found in Burton and Vosburgh's *Bibliography of librarianship*. At present, the more important periodicals for American libraries are the *Bulletin* of the American Library Association, the *Booklist* and the *Subscription books bulletin*, edited by the Subscription Books Committee of the Association. The first publication, issued monthly, is the official journal, including articles and addresses of interest to librarians generally, annual statistical summaries, a yearly handbook which serves as a professional directory and the proceedings of the annual conferences. The second is published semi-monthly except August and evaluates new materials suitable for libraries; the third is published quarterly, and evaluates books sold by subscription direct to the consumer.

Each of the three library publishers issues an important professional journal. The *Library Journal*, the oldest of them all,

<sup>7</sup> Burton, Margaret and Vosburgh, Marion E. *A bibliography of librarianship; classified and annotated guide to the library literature of the world (excluding Slavonic and Oriental languages)*. London, Library Assn., 1934. 176p. \$4.25.



is published by R. R. Bowker twice monthly except during the summer months when it is issued monthly. It contains much material, both in articles and in special departments, of interest to the profession generally. The "Current library literature" department, already mentioned, and the announcement of new books are two very useful special features.

From the H. W. Wilson Company comes the monthly *Wilson Bulletin* which for many years went free of charge to libraries and which is now available at a small annual subscription charge. It features material of special interest to school libraries, but not exclusively so. Two special features are the short biographies of living authors which ultimately comprised the volumes, *Living authors*, *Authors today and yesterday*, etc., and the "Standard catalog monthly."

The *Bulletin of Bibliography* is issued quarterly by the F. W. Faxon Company in Boston, and includes the "Dramatic Index."

The *Library Quarterly* is edited in the Graduate Library School of the University of Chicago and published by the University Press. Its editorial board includes prominent librarians from abroad as well as from this country.

Library science has no cyclopedia or dictionary as yet although the latter may result shortly from the work of the Terminology Committee of the A.L.A. In a sense the two books by Walter<sup>8</sup> and Moth<sup>9</sup> defining terms used in catalogs, bibliographies and the book trade are dictionaries. Likewise, the *A.L.A. survey*<sup>10</sup> of 1926 is a kind of cyclopedia of practice since it undertook to digest library method in the United States.

A record of the year's developments in librarianship is published by the British Library Association.<sup>11</sup> To some extent, also, the proceedings of the A.L.A. represent an annual summary as

<sup>8</sup> Walter, F. K. *Abbreviations and technical terms used in book catalogs and in bibliographies*. Boston, Faxon, 1919. 167p. \$2.

<sup>9</sup> Moth, Axel. *Technical terms used in bibliographies and by the book and printing trades*; forming a supplement to F. K. Walter's . . . Boston, Boston Book Co., 1915. 263p. \$3.

<sup>10</sup> A.L.A. *A survey of libraries in the United States* . . . Chicago, A.L.A., 1926-27. 4v. \$2 per v.

<sup>11</sup> Library Association. *The year's work in librarianship*; ed. . . . by Arundell Esdale. London, the Assn., 1929- . 7s 6d. per v.

well as a professional directory. There is in addition a *Who's who in library service*,<sup>12</sup> a library directory,<sup>13</sup> and the A.L.A. handbook.

Closely related are the reference tools for the book trade: the *American booktrade directory*, various handbooks of type face, etc.

#### READINGS

HURT, PEYTON. Staff specialization: a possible substitution for departmentalization. A.L.A. Bulletin. 1935. v.29, p.417-21.

MUDGE, ISADORE G. Guide to reference books. 6th ed. Chicago, A.L.A., 1936. p.86-87.

VAN HOESSEN, H. B. and WALTER, F. K. Bibliography: practical, enumerative, historical. N.Y., Scribner, 1929. p.133-71.

WYER, J. I. Reference work. Chicago, A.L.A., 1930. p.141-67.

<sup>12</sup> *Who's who in library service* . . . N.Y., Wilson, 1933. 457p. Service basis.

<sup>13</sup> *American library directory, 1935; a classified list* . . . comp. by Bertine E. Weston. N.Y., Bowker, 1935. 485p. \$12.

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# History and Auxiliary Studies

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## I. INTRODUCTION

### BACKGROUND

Credit for founding the new school of history writing is generally given to Leopold von Ranke, professor in the University of Berlin from 1825 to 1871, who influenced historians in France through Duruy and Monod; in England through Seeley and Stubbs; and in America through Charles Kendall Adams, Herbert B. Adams, and the American Historical Association, which was organized in 1884, and which immediately elected Ranke to honorary membership. The chief characteristics of this new school, which largely dominates history writing today are a devotion to truth through details, and a neglect of form. Ranke himself declared the high purpose of history to be telling a thing as it actually happened (*wie es eigentlich gewesen*). As a result, the readable history of Bancroft, Parkman and Prescott gradually came to be replaced by a kind of scientific history which discouraged reading for pleasure and led Carlyle to personify it in his character, "Professor Dryasdust," a prototype of Ranke.

The tendency away from the Ranke influence is already noticeable. Not that history is becoming any less accurate. The difficulties in achieving Ranke's purpose become increasingly evident, however, and more than one historian has appealed for more art and less science in history writing.

The divisions of history are indicated by the organization of the *Guide to historical literature*:

1. History and auxiliary sciences
2. General history

3. Near East in ancient times
4. Ancient Greece and the Hellenistic world
5. Rome: The Republic and the Empire
6. History of Christianity
7. History of Mohammedanism and Moslem peoples
8. Mediaeval times
9. Modern Europe
10. Exploration and colonial expansion
11. Great Britain and Ireland

(Then follow individual country and region histories of which the United States has one division similar to that for Great Britain.)

The grouping of reference books adopted here is based on the nature of historical reference work. This goes back to the equipment of the inquirer. If he is a scholar he will be concerned primarily with source materials—official publications, newspapers, maps, diaries and the other classes generally regarded as “primary.” The approach to these will be largely bibliographic, through the government document and scholarly periodical indexes, through the great national bibliographies, through the special subject bibliographies.

On the other hand, if the inquirer is a layman, some one in search of popular information or a school child, the answer may most readily be found in the general encyclopedia, in the history encyclopedia, in the historical handbook or the news weekly.

Of the general reference books studied thus far encyclopedias, yearbooks, biographical dictionaries, atlases and maps, gazetteers and guide books, some pictures, the serial indexes, miscellaneous handbooks like *Kane* and *Shankle*, legislative handbooks and the census publications may all prove useful. It might be shorter to cite the few tools that are not useful in history reference work were it not for the fact that even these at times might provide the only answers.

In addition to these general reference tools there are the following special history reference books to be mastered:



BIBLIOGRAPHIES

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- ① Guide to historical literature; ed. by G. M. Dutcher, W. H. Allison, S. B. Fay, A. H. Shearer, H. R. Shipman. (reissue) N.Y., Macmillan, 1937. 1222p. \$3.75.
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In cooperation with the American Library Association, the American Historical Association undertook in 1919, through a special committee appointed for that purpose, to prepare a basic bibliography which would bring the old Adams' *Manual* up to date. The result was the *Guide to historical literature* published in 1931 and reissued in 1937. It is a selective list containing the fundamental source materials for historical research classified by the scheme indicated earlier. The classification scheme is described in the pages between the body of the work and the index. Under each of the general classes, for which letters have been used, subdivisions are numbered so as to give the whole system certain mnemonic features. For example,

1-20 Bibliographies	41-50 Geography and atlases
21-40 Reference works	51-60 Ethnography
Thus L 51 designates Great Britain—Ethnography.	

Each class has been prefaced by a specialist, and the individual titles have been annotated. The index is to authors, periodicals and academy publications cited.

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- ② Coulter, Edith M. and Gerstenfeld, Melanie. Historical bibliographies; a systematic and annotated guide. Berkeley, Univ. of Calif., 1935. 206p. \$2.50.
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A recent bibliography of bibliographies is the University of California publication, *Historical bibliographies*, prepared in collaboration by a librarian, Edith M. Coulter, and a historian, Melanie Gerstenfeld. The bibliographies listed are classified, annotated and analyzed by an index. This will supplement the *Guide* which lists some bibliographies in the "1-20" subdivisions.

An annual bibliography is the *International bibliography of historical sciences*,<sup>1</sup> distributed in this country by the H. W. Wilson Company.

For an eclectic bibliography, the History and travel and Biography sections of the Wilson *Standard catalog*, available in the old edition separately, but in the revised edition only as part of the whole *Catalog*, are useful. Current bibliography is included in the publications of the American Historical Association and in the *International Index*.

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- ③ Beers, H. P. *Bibliographies in American history*. N.Y., Wilson, 1938. 339p. \$3.50.
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A new and basic bibliographic tool for American history is Beers' classified list of bibliographies which suggests starting points for study of various periods and subjects. An index renders individual lists and topics available.

#### HANDBOOKS

An alphabetic annotated guide to allusions significant in history is Brewer's *Historic notebook*.<sup>2</sup> Each allusion is entered under the first noun or adjective of a phrase, rather than under the ruling word. The list of allusions is followed by an alphabetic list of the chief battles of the world. The following quaint suggestion as to the probable use of this book was made by the author immediately following his preface:

If I might make the suggestion without being impertinent, I think the book would be admirably adapted to the upper forms of Ladies' Schools, and to those in private life who seek to extend their general knowledge, after having laid aside their elementary books. Of course, these historic notes are mainly designed and were especially written for the general public, and this, their educational use, is a mere afterthought.

<sup>1</sup> *International bibliography of historical science . . . 1926- .* N.Y., Wilson, 1930- . v.1- . \$10.65 ea.

<sup>2</sup> Brewer, E. C. *The historic notebook; with an appendix of battles*. Philadelphia, Lippincott, 1935. 1006p. \$3.50.

Helen Rex Keller's *Dictionary of dates* is "A record from earliest times through the year 1930 arranged under countries" and based on the old and now out-of-print *Haydn*. The first volume is devoted to the Old world, which includes Europe, Africa, Asia, Australia, the Pacific islands, under each of which the various countries alphabetically arranged have their histories outlined. The second volume is devoted to the New world. A

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- ④ Keller, Helen R. *The dictionary of dates*. N.Y., Macmillan 1934. 2v. \$15.
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special feature is the treatment of large subjects like Balkan wars, World War, International affairs, in chronological order like country histories. Both old and new style calendar dates are indicated, e.g., Dec. 11 (21) or Dec. 11/21, the first date being old, and the second according to the new style calendar.

The chief difference between Ploetz's *Manual of universal history*<sup>3</sup> and *Keller* is in the matter of arrangement. Ploetz follows a classified scheme of history: ancient to 375 A.D.; medieval to 1492; modern to 1925. Under each of these time divisions, various regional divisions are treated, somewhat more extensively than in *Keller*. For example, about each country whose history is outlined, are given such items as geography, race, religion, followed by the historic chronology. These chronologies for each country constitute the major part of the work. Following the text is a fairly detailed index of places, persons and events, such as is lacking in *Keller*.

For ancient history, a basic title is *Harper's dictionary of classical literature and antiquities*<sup>4</sup> which undertakes

to give the student, in a concise and intelligent form the essential facts concerning those questions that oftenest arise in the study of the life, the literature, the religion, and the art of classical antiquity . . . to indicate the

<sup>3</sup> Ploetz, K. J. *Ploetz's manual of universal history*, tr. and enl. by W. H. Tiltinghast; rev. under the editorship of H. E. Barnes, with the collaboration of A. H. Imlah, T. P. Peardon and J. H. Wuorinen. Boston, Houghton, 1925. 766p. \$4.

<sup>4</sup> Peck, H. T. *Harper's dictionary of classical literature and antiquities*. N.Y., Harper, 1897. 1701p. \$8.

sources whence a fuller and more critical knowledge of these subjects can be most readily and most accurately gained.

The kinds of information included are illustrated by these subjects: (1) biography; (2) mythology; (3) geography; (4) history; (5) literature; (6) antiquities (i.e., amusement, art, costume, domestic life, law, music, numismatics, philosophy, religion and science of the ancients); (7) language; (8) bibliography, at the end of the most important articles; (9) illustrations. The arrangement is alphabetic, followed by an appendix with supplementary topics and Greek and Roman tables of weights.

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- ⑤ MacDonald, William. Documentary source book of American history, 1606-1926, ed. with notes by William MacDonald, 3d ed. rev. N.Y., Macmillan, 1926. 713p. \$2.75.

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Handbooks containing excerpts from original documents are useful in historical reference. One of the handiest, most economical, and frequently referred to for American history is MacDonald's *Documentary source book* which reproduces parts or all of organic laws, reports, treaties, judicial opinions, acts, messages, war declarations and such other official papers as have historic significance. Similar collections of documents exist for other phases of history. Perhaps one of great reference value is the *Source records of the great war* with extracts from some of the documents on both sides.

#### CYCLOPEDIAS

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- ⑥ Larned, J. N. New Larned history for ready reference, reading and research; the actual words of the world's best historians, biographers and specialists . . . Springfield, Mass., Nichols, 1922. 12v. \$105; N.Y., Wilson. Service basis to libraries only.

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The basic subject cyclopedia is Larned's *History for ready reference*, an old "stand-by" for reference work in history, first edited by a former president of the American Library Associa-



tion, and later revised and brought up to date by three associate editors. It is alphabetically arranged by subject, but instead of an article under each subject prepared specifically for the cyclopedia, the reader finds a quoted article or extract from the work of a great historian. Each quoted article is cited exactly so that to some extent *Larned* fulfills the functions of a bibliography as well as a cyclopedia. Among the great historians quoted are the leading authorities of all times: Herodotus, Froissart, Voltaire, Gibbon, Macaulay, Ranke, Parkman, Rhodes, Ferrero, Breasted, Aulard, Treitschke, Stubbs, Renan, Lavissee. If one were compiling a list of important history writers one could do no better than to select the historians quoted by Larned.

Larned himself declared the object of his undertaking to be, to represent and exhibit the better Literature of History in the English Language and to give it an organized body—a system—adapted to the greatest convenience in any use, whether for reference or for reading, for teacher, student, or casual inquirer.

The work fairly abounds in special features. Besides the quotations from famous historians, the system of cross references, the illustrations, the accurate citations and the chronologic arrangement of articles under topics, mention should be made of the maps, which if brought together in one volume would make a splendid historical atlas. There is no readier reference for historical background.

Jameson's *Dictionary of United States history*<sup>5</sup> includes "7000 historical subjects, concisely treated and alphabetically arranged." Eight colored maps showing territorial development, a chronology, a compendium of documents and statistics, and an index comprise the special features.

Somewhat older and fuller is *Harper's encyclopaedia of United States history; from 458 A.D. to 1912*.<sup>6</sup> Its 10 volumes are comparable to *Larned*, from which it differs on the matter of articles.

<sup>5</sup> Jameson, J. F. *Dictionary of United States history; alphabetical, chronological, statistical* . . . rev. ed. Philadelphia, Historical Pub. Co., 1931. 874p. \$9.50.

<sup>6</sup> *Harper's encyclopaedia of United States history; from 458 A.D. to 1912; new ed. entirely rev. and enl.* . . . N.Y., Harper, 1912, 10v. o.p.

*Harper's* articles have all been written by contributors, most of whom are outstanding contemporary historians. The articles are arranged alphabetically, with numerous cross references. A unique arrangement feature is the absence of page numbers, necessitating citation to the alphabetic topic. There are numerous illustrations and maps throughout the work, and in the first volume preceding the topics are found the list of contributors classified by their specialties, original documents, epoch-making orations and addresses, presidential messages and proclamations, some special topics, a preface by Woodrow Wilson on "The significance of American history," and an article on "The American school of historical writers," by Albert Bushnell Hart. A new *Dictionary of American history* is now in preparation and will be issued by Scribner's.

#### YEARBOOKS

In addition to the yearbooks described in Chapter 4, the following annual should be considered.

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- ⑦ The annual register; a review of public events at home and abroad, for the year 1758- . London, Longmans, 1761- . v.1- . Early vols. o.p.; 1863-1913, 17s. ea.; 1920- . 30s. ea.; \$12.50 ea.
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This is a British publication, and although over half of each issue is devoted to current history of the British Empire, a good portion includes a summary of events in the United States and foreign countries. Part 1 contains a summary of English history, Imperial history, and foreign history, including a chapter on America of which the largest portion is devoted to the United States. Part 2 includes a chronicle of the year's events, a retrospect of literature, art and science, finance and commerce, and law. An important feature is the reproduction of important public documents such as, in 1937, the Constitution of Ireland, the U.S. Neutrality Act, Non-Aggression Treaty between U.S.S.R. and China, Convention regarding abolition of the Capitulation of Egypt.

The American Historical Association issues its annual report, a government document, usually in three volumes. The first volume contains the proceedings, which might be considered a kind of yearbook of research; the second and third volumes are a list of the writings on American history.

#### SERIALS

For current events, periodicals and newspapers are the obvious sources. To the latter the *New York Times Index* is the best guide. Such periodicals as *Time*, *Newsweek* and *Current History*, the contents of which are indexed in *Readers' Guide*, are the first resort for reference librarians in general work. More specialized demands are met with the scholarly journals of the learned societies, notably the *American Historical Review*, and the journals of state and regional historical societies.

#### REPRESENTATIONS

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- ⑧ Shepherd, W. R. Historical atlas. 7th ed. rev. and enl. N.Y., Holt, 1929. 216 map p., 115 index p. o.p.
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Shepherd's *Historical atlas* is a concise and convenient collection of historical maps representing political divisions from the Old Babylonian Empire under Hammurabi (about 2100 B.C.) to 1929. For every important period there are one or more maps indicating changes that occurred during that time. The index includes primarily a list of towns with reference to the maps. Location on the maps is by means of (1) a large letter which indicates the space between two lines of longitude, and (2) a small letter which refers to the space enclosed by two lines of latitude. Thus Madrid 83 K g locates the city between 5° and 0° longitude and 40° to 45° latitude.

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- ⑨ Paullin, C. O. and Wright, J. K. Atlas of the historical geography of the United States . . . published jointly by Carnegie Institution of Washington and the American Geog. Soc. of New York, 1932. 162p. 688 Maps on 166 pl. \$15.
-

There is now a splendid American historical atlas in Paullin and Wright's *Atlas of the historical geography of the United States*. The first author represents the Carnegie Institution of Washington, and the second is librarian of the American Geographical Society. Together they have provided maps, charts, diagrams and texts about such frequently requested subjects as: Indians, 1867-1930; explorations in the West and Southwest, 1535-1852; settlement, population and towns, 1650-1790, and population, 1790-1930; colleges, universities and churches, 1775-1890; boundaries, 1607-1927; political parties and opinions, 1788-1930; industries and transportation, 1620-1931; distribution of wealth, 1799-1928; plans of American cities, 1775-1803; military history, 1689-1919. This indicates only some of the possibilities in this work for history reference questions.

Equally helpful is the thrilling *Pageant of America*.<sup>7</sup> In a recent poll among school librarians of the South, the *Pageant* was the only special reference book unanimously selected. Each of its 15 volumes presents a pictorial chronology of the development of one important phase of American life: sports, drama, industry, transportation, religion and education, politics, the great men of our history. The illustrations, whether of our colonial ancestors or of Knute Rockne's Four Horsemen at Notre Dame, tell the story of our nation more vividly than do many of the thousands of written pages.

#### HISTORIES

A number of history sets have great reference value. The Cambridge sets, ancient, medieval, modern and British Empire histories, are all candidates for the reference shelf. Good indexes make the information in them readily available. For American history the *Chronicles of America* and the *American Nation* series are standard reference sets. A good small one- or two-volume history of the United States and a state history are indispensable for reference work.

<sup>7</sup> *The pageant of America*. New Haven, Yale Univ., 1925-29. 15v. Subscription.



## II. BIOGRAPHY

History's auxiliary sciences are biography and geography. Some of the reference books for these two fields have already been studied. Some additional titles will be merely mentioned here. A careful review of the books in Chapter 6 will be essential. Special "who's who's" that follow will also be useful.

In addition the following bibliographic tools will prove helpful:

Hefling, Helen and Richards, Eva. *Index to contemporary biography and criticism*; new ed. rev. and enl. by Helen Hefling and J. N. Dyde . . . introd. by M. E. Hazeltine. Boston, Faxon, 1934. 229p. (Useful ref. ser., 50) \$4.

*The Standard catalog: biography*, compiled by Minnie Earl Sears, contains about 1,150 titles grouped as follows: (1) biographical dictionaries; (2) collective, exclusive of artists and musicians; (3) individual, exclusive of artists and musicians; (4) lives of Jesus Christ; (5) artists; (6) musicians. These are followed by an analytical index, and are preceded by a preface about biography.

Phyllis M. Riches' *An analytical bibliography of universal collected biography* (N.Y., Wilson, 1934. 709p. \$22.), with 55,000 entries, indexes thousands of volumes of collective biography.

Hannah Logasa's *Biography in collections* (N.Y., Wilson, 1937. 132p. \$1.25.), indexes 200 books and 2,100 names of people.

It should be recalled that the *Essay and general literature index* also analyzes biographical material. Only books published since 1900 are included but the biographic subjects are drawn from all periods of history and works of earlier writers reprinted in modern collections are also indexed.

## III. GEOGRAPHY

In addition to the maps, atlases and gazetteers mentioned in previous chapters the following titles should be examined:

## BIBLIOGRAPHIES

- BOOTH, MARY J. Material on geography . . . which may be obtained free or at small cost; 5th rev. ed. Charleston, Ill., the Compiler, 1931. 108p. 50c.
- THIELE, WALTER. Official map publications . . . Chicago, A.L.A., 1938. 356p. \$4.75.
- WRIGHT, J. K. Aids to geographical research; bibliographies and periodicals. N.Y., Amer. Geog. Soc., 1923. 243p. (Research ser., no.10) \$3.50.

The history and travel section of the *Standard catalog* lists over 1,000 titles on travel.

## DICTIONARY

- ⑩ U.S. Geographic Board. Sixth report, 1890-1932. Washington, Govt. Print. Off., 1933. 834p. 80c.

Geographical dictionaries are of fundamental use for the location of places and the pronunciation of place names. Both American unabridged dictionaries have good place-name lists. For a scholarly tool in the field nothing better exists than the U.S. Geographic Board's *Sixth report, 1890-1932*, which includes: (1) Discussion of geographic names; (2) History of the U.S. Geographic Board; (3) By-laws of the Board; and (4) Dictionary of geographic names. The last gives pronunciation, location (by latitude and longitude), definitions, (that is, hill, city, district, lake, etc.) and various translations of names given.

## HANDBOOK

- ⑩ Bowman, Isaiah. The new world; problems in political geography. 4th ed. with 257 maps. Yonkers, N.Y., World Book, 1928. 803p. \$4.80.

Although frequently used as a text this has excellent reference possibilities for questions of postwar political changes, lists of treaties, boundary disputes, etc.

## READINGS

- EDITORIAL. Subscription Books Bulletin, 1931. v.2, p.1-2.
- GEORGE, H. B. The relations of geography and history. Oxford Univ. Pr., 1930. 330p.
- GRAHAM, BESSIE. Bookman's manual. N.Y., Bowker, 1935. p.567-626.
- HOCKETT, H. C. Introduction to research in American history. N.Y., Macmillan, 1931. 168p.
- JUSSERAND, J. J. and others. The writing of history. N.Y., Scribner, c1926. 1943p.
- JOHNSON, ALLEN. The historian and historical evidence. N.Y., Scribner, 1926. 179p.
- LANGLOIS, C. V. and SEIGNOBOS, C. Introduction to the study of history. Shanghai, Commercial Pr., Ltd., 1928. 349p.
- LARNED, J. N. New Larned history for ready reference. Springfield, Mass., Nichols, 1922. v.5, p.4065-99.
- MUDGE, ISADORE G. Guide to reference books. 6th ed. Chicago, A.L.A., 1936. p.340-63.
- TEGGART, F. J. Theory of history. New Haven, Yale Univ., 1925. 231p.
- VINCENT, J. M. Historical research; an outline of theory and practice. N.Y., Peter Smith, 1929. 350p

# Social Sciences

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## I. INTRODUCTION

### WHAT ARE THE SOCIAL SCIENCES?

Under a similar title the editor-in-chief of the *Encyclopaedia of the social sciences* has answered the question in the first article of the long and valuable introduction to that work. The classification of the many disciplines which comprise this rapidly expanding division of human learning is historically divided as follows:

#### I. Pure Social Sciences

##### A. Oldest

1. Political science
2. Economics
3. History
4. Jurisprudence

##### B. Newer

1. Anthropology
2. Penology
3. Sociology
4. Social work

#### II. Semisocial Sciences

##### A. Social in origin

1. Ethics
2. Education

##### B. Social content acquired

1. Philosophy
2. Psychology

#### III. Sciences with social implications

##### A. Origin independent of man

1. Biology
2. Geography



B. Based on man from the outset

1. Medicine
2. Linguistics
3. Art

The extent of the social sciences can thus be seen to include more than the Dewey "300" class. Dr. Seligman's scheme is probably more extensive than that outlined by other individuals as well. For the purposes of the present chapter, art, linguistics, medicine, geography, biology, psychology, philosophy and ethics are omitted to be treated in other relations. The social science group is here taken to include the following subjects:

1. General social sciences including sociology, social work, anthropology and ethnology
2. Political science and law, including government and penology
3. Economics and business
4. Education

MATTER, MEN AND ORGANIZATIONS

Sociology, broadly speaking, is the study of human associations. The following outline based on several general texts will indicate the scope of the subject:

1. Social origins, dealing with primitive society, culture, religion, family, art and law
2. The family
3. The state
4. Social pathology: crime, poverty, heredity and eugenics, feeble-mindedness and insanity, unemployment
5. Social work: prevention and remedy for crime, poverty, unemployment, etc.
6. Population: immigration, migration, urbanization and race problems
7. Religion and ethics
8. Education
9. Wealth, property
10. Labor
11. Marriage
12. War
13. Administration of justice
14. Play and art

Sociology itself is relatively new as a separate discipline, but the social sciences are old and have been studied for centuries as the following list of contributors will indicate. An acquaintance with all of these names is a minimum essential for intelligent reference work in the social sciences:

Machiavelli	Comte
Sir Thomas More	John Stuart Mill
Bodin	Marx
Hobbes	Spencer
Locke	Butler
Montesquieu	Henry George
Rousseau	Lester Ward
Adam Smith	Edward Bellamy
Jeremy Bentham	Thorstein Veblen
Malthus	Pareto

The principal learned societies from which serial and other publications in the field can be expected are those which are represented on the Social Science Research Council (see Chapter 8) or the larger group which contributed to the *Encyclopaedia of the social sciences*. A longer list can be found in the *American yearbook*.

## II. GENERAL SOCIAL SCIENCE REFERENCE BOOKS

The basic special reference tools covering the whole field of the social sciences follow:

### BIBLIOGRAPHIES

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- ① London bibliography of the social sciences. . . London, London School of Economics, 1931-34. 4v. and sups. (Studies: Bibliographies no.8) £10 7s.
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There is no comprehensive bibliography in English for all of the social sciences. The nearest thing to it is the *London Bibliography of the social sciences*, issued by the London School of Economics, containing approximately 600,000 entries arranged

alphabetically by subject with an author index. The compilation is based on the holdings of nine London libraries and indicates the location of materials. Two supplements bring the work up through May 31, 1936, and additional supplements are planned to keep it up to date.

The present set consists of the four foundation volumes through May 31, 1929, one supplement through May 31, 1931, and a second larger supplement through May 31, 1936. Of the four volumes in the foundation set, three are arranged by subject, and under subject alphabetically first by authors and then by official sources. Items containing bibliographies are marked with a "Z"; items starred are not available in the London School of Economics.

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- ② Public Affairs Information Service. . . N.Y., Public Affairs Information Service. 1915- . Price varies.
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The comprehensive current bibliography is *Public Affairs Information Service*, cited as *P.A.I.S.* It is issued weekly, cumulated five times a year and annually, and undertakes to index by subject not only periodicals and books but documents, pamphlets and even multigraphed material. The work is carried on in the large Economics division of the New York Public Library, one of the best collections of social science materials in the world, on a co-operative basis.

The standard eclectic bibliography is the Social Science section of the *Standard catalog*, still available separately although not in the revised form of the composite publication.

#### DICTIONARIES AND CYCLOPEDIAS

The terminology of the social sciences is as yet so vast and indefinite that no basic subject dictionary exists. Instead, reliance for term definitions must be had on the new, comprehensive *Encyclopaedia of the social sciences*, a truly monumental undertaking. There is also a student's dictionary of selected terms.<sup>1</sup>

<sup>1</sup> Panunzio, Constantine. *A student's dictionary of sociological terms*. Berkeley, Univ. of Calif. Pr., 1937. 49p. \$1.

The origin of the *Encyclopaedia* is traced to a movement in the American Sociological Society, sponsored by Dr. Goldenweiser, Dr. Woolston and later Dr. Ogburn, which ultimately spread to nine other learned societies, who, with the approval of the Social Science Research Council, decided as early as 1923 to undertake such a comprehensive work. The organization was not effected, however, until 1927, when Dr. E. R. A. Seligman, economics professor of Columbia University, was appointed editor-in-chief,

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- ③ *Encyclopaedia of the social sciences*; editor-in-chief, E. R. A. Seligman; associate ed., Alvin Johnson. N.Y., Macmillan, 1930-35. 15v. \$112.50; 1937. 8v. \$45.
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with an editorial board composed of specialists and laymen, and a list of contributors representing the learned societies in the following fields: anthropology, social work, economics, history, political science, psychology, sociology, statistics, law schools and education.

The threefold purpose of this undertaking is summarized as benefiting three groups—scholars, “intelligentsia” and the public—as follows:

- 1 . . . to provide for the scholar a synopsis of the progress that has been made in the various fields of social science in the broadest sense of the term . . .
- 2 . . . to furnish an assemblage or repository of facts and principles which will subserve the interests of all those who are keeping abreast of recent investigation and accomplishment.
- 3 . . . constitute a center of authoritative knowledge for the creation of a sounder and more informed public opinion on the major questions which lie at the foundation of social progress and world development.

Except for the first and last volumes the materials are arranged alphabetically by topics, with a generous number of cross references. The first volume contains besides the first part of the “A” topics, a 349-page introduction begun by Dr. Seligman’s essay, “What are the social sciences?” Part I has eleven articles on Development of social thought and institutions; Part II describes the status of the social sciences in the various countries. The last



volume has, in addition to the end of the alphabetical topics, three indexes: (1) classified or schematic subject; (2) dictionary subject; (3) contributors.

There can be no question of the authority behind this work. Outstanding scholars from all parts of the world have signed their names to individual articles. Since the work is American, scholars in this country were given preference when their reputation was at least equal to that of anyone abroad. When the foreign scholar was more outstanding, however, he was always asked to write the article in his native tongue to be subsequently translated for the *Encyclopaedia*. Although 50 per cent of all articles are biographical, these take up only 20 per cent of the total space. The wide range of subjects, the excellence of the materials, and the appended bibliographies, sometimes classified by country, make the *Encyclopaedia of social sciences* the basic reference tool for all of the subjects Dr. Seligman has designated as pure and semisocial sciences, and for some of the others as well.

#### YEARBOOKS AND HANDBOOKS

For supplementary information the encyclopedia yearbooks, *World almanac*, *American yearbook* and *Statesman's yearbook* will prove most helpful. (See Chapter 4.)

The *Social work yearbook*,<sup>2</sup> issued by the Russell Sage Foundation, is especially useful for the directories of national and state agencies, private and public, as well as for its signed articles and bibliographies.

The *Negro year book*,<sup>3</sup> although not issued annually, provides a current summary of the Negro's activities in the United States and abroad.

Hodge's *Handbook of American Indians*<sup>4</sup> presents a descrip-

<sup>2</sup> *Social work yearbook . . . a description of organized activities in social work and in related fields*. N.Y., Russell Sage Found., 1937. 709p. \$4.

<sup>3</sup> *Negro year book: an annual encyclopedia of the Negro 1937-1938*, ed. by Monroe N. Work. Tuskegee Institute, Ala., Negro Year Book Pub. Co., 1937. 575p. \$2.

<sup>4</sup> Hodge, F. W. *Handbook of American Indians north of Mexico*. Washington, Govt. Print. Off., 1907-10. Reissued 1912. 2v. (U.S. Bureau of Amer. Ethnology. Bull. 30) o.p.

tive list of the tribes, confederacies, settlements; biographical sketches; and history, archeology, customs, arts, language, etc.

## SERIALS

Social science serials issued by learned societies are:

<i>Source</i>	<i>Publication</i>
American Economic Association	<i>American Economic Review</i>
American Political Science Association	<i>American Political Science Review</i>
American Sociological Society	<i>American Sociological Review</i>
American Academy of Political and Social Sciences	<i>The Annals</i>
National Education Association	<i>The Journal</i>
American Anthropological Association	<i>American Anthropologist</i>
American Statistical Association	<i>Journal</i>

## III. POLITICAL SCIENCE, LAW AND GOVERNMENT

### BACKGROUND

Whether "Political science" or "Political sciences" is the more proper term, the reference books are here grouped under the broadest meaning of the subject. In this case, both the theoretical and applied aspects are involved, including the theory of the state as well as the laws by which the state maintains itself. A distinction between theoretical and applied politics has been carried out in an outline by Pollock in his *History of the science of politics*, somewhat like this:

<i>Division</i>	<i>Theoretical</i>	<i>Applied</i>
1. State	Origin, classification, forms, sovereignty	Existing forms
2. Government	Institutions, departments, order, defense, taxation, positive law	Constitutional law and usage, parliamentary systems, army and navy, currency and trade
3. Legislation	Objects, general jurisprudence, method and sanction, interpretation and administration	Procedure, laws, courts, precedents, etc.
4. State personified	Corporations, international law	Diplomacy, peace and war, treaties, conventions, etc.

The titles here suggested are not intended as a basic list for a law library. Rather they have been selected for the general reference room where specialized legal reference questions rarely come. As a rule the lawyer who needs that type of information will go to a public or private law library.

It is here suggested that the average general library can do effective reference work in political science and law with the following tools:

#### BIBLIOGRAPHIES

These should be thought of in connection with the following divisions of the subject: political science in general, foreign affairs, national, state and local governments, law. Answering the first need is Burchfield's *Student's guide*<sup>5</sup> which is an excellent example of the bibliographic handbook generally described in Chapter 13. In a sense it is an eclectic bibliography of all of the divisions mentioned, providing excellent lists of sources for law, municipal government and various aspects of national, state, local and international administration.

For foreign affairs, the eclectic list by Langer and Armstrong<sup>6</sup> is more than a starting point. It is based on the quarterly lists included in *Foreign Affairs*, except that it extends back to January, 1929. The list is classified and includes an index.

Hicks' *Materials and methods of legal research*<sup>7</sup> is the basic bibliographical manual for law. It contains, in addition to instructions on the methods and art of legal research, bibliographies and a partial law dictionary. The compiler is not only a lawyer but a librarian as well.

The basic professional periodical index is the H. W. Wilson *Index to Legal Periodicals*.

<sup>5</sup> Burchfield, Laverne. *Student's guide to materials in political science* . . . N.Y., Henry Holt, c1935. 426p. \$3.

<sup>6</sup> Langer, W. L. and Armstrong, H. F. *Foreign affairs bibliography, a selected and annotated list of books on international relations, 1919-32*. N.Y., Harper, c1933. 551p. \$5.

<sup>7</sup> Hicks, F. C. *Materials and methods of legal research, with bibliographical manual*. 2d ed. rev. and enl. Rochester, N.Y., Lawyers Cooperative Pub. Co., 1933. 651p. \$6.

## DICTIONARIES

Several good law dictionaries are listed in *Mudge* (p.130-31), of which *Bouvier* is probably the standard. The one chosen for description here is Ballentine's,<sup>8</sup> dedicated to Dean Roscoe Pound and edited by the professor of law in the University of California. Besides the dictionary which includes pronunciations, there is a useful appendix containing: (1) a summary of interest rates in various states; (2) statutes of limitation; (3) American experience table of (insured) mortality; (4) how to ascertain date of an English decision; (5) words and symbols used in law publications; (6) proof marks; (7) abbreviations in legal literature.

## CYCLOPEDIAS

The *Encyclopaedia of the social sciences* is the best background tool. It can be used effectively both in political science and in law. Two textbooks are standard on European governments—Ogg's *European Governments*<sup>9</sup> and Munro's *The governments of Europe*. Isaiah Bowman's *The new world* is a scholarly volume on foreign policy, treating the great political divisions of the world in logical sequence. Included is a chart of war debts to the U.S., principal treaties and agreements from 1814 to 1914, and bibliographies.

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- ④ McLaughlin, A. C. and Hart, A. B. *Cyclopedia of American government*. N.Y., Appleton, 1914. 3v.; (reprint without change) N.Y., Peter Smith, 1930. \$27.
- 

The basic background tool for U.S. government has been the McLaughlin and Hart *Cyclopedia of American government*, reprinted without change in 1930, and therefore unrevised since 1914. Although criticized for minor inaccuracies, it still is a most convenient tool for articles on international and constitutional law, theory and philosophy of politics, political parties, federal,

<sup>8</sup> Ballentine, J. A. *Law dictionary with pronunciations*. Rochester, N.Y., Lawyers Cooperative Pub. Co., 1930. 1494p. \$15.

<sup>9</sup> Ogg, F. A. *European governments and politics*. N.Y., Macmillan, 1934. 905p. \$4.25.



state and local governments. Articles are signed, arranged alphabetically and analyzed by a fairly detailed index. The two editors will readily be recognized as outstanding historians, one on the constitutional period and the other as one-time chairman of Harvard's history department, editor of the *American nation* series, and the *American yearbook*.

What approaches a cyclopedia of the federal government can be found in the 66 service monographs of the Institute for Government Research, which began in Johns Hopkins University and was later transferred to the Brookings Institution. Each monograph is devoted to a bureau or division of the United States government, giving history, organization and functions. Suggested for examination are the following:

*Bureau of education*, by D. H. Smith (no.14); *Government printing office*, by L. F. Schmeckebier (no.36); *Bureau of the census*, by W. S. Holt (no.53); *Bureau of engraving and printing*, also by Schmeckebier (no.56). A complete list through 1934 can be found in *Mudge* (p.116-17).

#### YEARBOOKS

- 
- ⑤ Political handbook of the world; parliaments, parties, and press . . . Jan. 1, 1927- . N.Y., Council on Foreign Relations, 1927- . \$2.50.
- 

The chief information in the *Political handbook of the world* not found in the *Statesman's yearbook* relates to the press and to party programs and leaders. Unlike the *Statesman's yearbook*, the publication of the Council on Foreign Relations presents the countries of the world in straight alphabetic order, giving for each, capitol, area, population, executive, legislature, party programs and leaders and the press.

An annual résumé of American municipal activities including government, personnel, and financial data can be found in the *Municipal yearbook*.<sup>10</sup> Each of the summaries has been treated

<sup>10</sup> *Municipal yearbook* . . . 1934-. Chicago, International City Managers' Assn., 1934- . \$5.

by an authority; that on the public library, for example, is by Julia Wright Merrill.

#### HANDBOOKS

Excerpts of the basic international, national, state and city laws are fundamental in reference work. For international law John Bassett Moore's *Digest of international law*, published as a House Document in 1906, and *Treaties and other international acts of the United States of America* are adequate for most purposes. The latter is a chronologically arranged collection of the texts both in English and in the foreign language.

- 
- ⑥ Code of the laws of the United States of America of a general and permanent character in force January 3, 1935. 1934 ed. Washington, Govt. Print. Off., 1935. 3026p. \$6.  
 —Cumulative supplements, 1935- . Washington, Govt. Print. Off., 1935. \$2.
- 

The basic handbook of national law for this country is the *Code of the laws in force January 3, 1935*. It includes:

- I. *The organic laws*: Declaration of Independence, Articles of Confederation, Ordinance of 1787, Constitution, Analytical index to Constitution.
- II. *The Code*: Composed of 50 titles, each title covering laws affecting a large division of government; e.g., Congress, the president, executive departments. Beginning with Title 7, these divisions are arranged alphabetically. Each title is divided into chapters dealing with phases of the division, e.g.:

#### TITLE 20.—EDUCATION

- |         |   |
|---------|---|
| Chapter | 1. The Office of Education  |
|         | 2. Vocational education   |
|         | 3. Smithsonian Institution  |
|         | 4. National Zoological Park   |
|         | 5. Government collections and institutions<br>for research, and materials for educational<br>institutions |
|         | 6. American Printing House for the Blind  |

7. Instruction as to nature and effect of alcoholic drinks and narcotics
8. Howard University
9. National Training School for Boys
10. National Training School for Girls
11. National Arboretum

As an example of a law, here is Section 4, under Chapter 1, of Title 20:

The Commissioner of Education shall present annually to Congress a report embodying the results of his investigations and labors, together with a statement of such facts and recommendations as will, in his judgment, subserve the purpose for which the office is established. (R.S. §518)

From Act Mar. 2, 1867, c. 158, §3, 14 stat. 434.

Thorpe's *Federal and state constitutions*<sup>11</sup> is the work of a historian and member of the Pennsylvania bar. It is arranged in two parts, the first being devoted to the United States and the second to the individual states in alphabetic order. Under each state the arrangement is chronologic. Because the constitutions of the United States and of individual states are frequently requested it is a good plan to know in how many places these can be located in the average reference collection. A few sources for the federal constitution are the encyclopedias, the *World almanac*, the *U.S. code*, in which as pointed out the Constitution is analyzed as well, and the state legislative manual, if one is published. The latter also contains the state constitution.

For state and local government information, the state legislative manual, the city charter and a compilation of city ordinances are desirable. Copies of the state constitution and city charter can frequently be obtained free of cost. Robert's *Rules of order* will be wanted to answer questions of procedure for organizations and various meetings.

A handbook which has proved useful for its "accounts of politi-

<sup>11</sup> Thorpe, F. N. *Federal and state constitutions, colonial charters, and other organic laws of the states, territories and colonies* . . . Washington, Govt. Print. Off., 1909. 7v. (U.S. 59th Cong., 2d sess., H.D. 357) o.p.

cal parties, measures, and men, and explanations of constitutional provisions, offices and practical workings of the government, together with political slogans, familiar names of persons and places, noteworthy events, etc." is Smith's *Dictionary of American politics*.<sup>12</sup>

#### DIRECTORIES

In addition to the *Official Congressional directory*, there is the *Biographical directory of the American Congress, 1774-1927*,<sup>13</sup> which includes lists of executive officers, 1789-1927, the Continental Congress, Representatives under each apportionment, members of each Congress arranged by states, and biographies of the Congressmen.

The *Martindale-Hubbell law directory*,<sup>14</sup> issued annually in two volumes, presents in the first a list of the members of the American Bar, with ratings for legal standing of each lawyer and some biographical information; and in the second volume law digests of the various states, the United States and foreign countries.

### IV. ECONOMICS AND BUSINESS

#### BACKGROUND

The field here covered includes the Dewey 330's, 650's, 380's, and scattered other sections. Pure economics deals with the problems of consumption, production, distribution and exchange of wealth. Various applications of these four divisions are found in advertising, industry, labor and wages, banking, insurance, commerce, etc. An outline of principal topics can be constructed somewhat like this:

1. Consumption: The consumer, standards of living, standards for consumer goods, salesmanship, advertising, consumer education

<sup>12</sup> Smith, E. C. *Dictionary of American politics* . . . N.Y., Blue Ribbon, 1924. 496p. \$2.50.

<sup>13</sup> U.S. Congress. *Biographical directory of the American Congress, 1774-1927*. Washington, Govt. Print. Off., 1928. 1740p. (69th Cong., 2d sess., H.D. 783) o.p.

<sup>14</sup> *Martindale-Hubbell law directory* . . . January, 1938. N.Y., Martindale-Hubbell, Inc., 1938. 2v. \$25.60.



2. Production: Industry, management, labor, unemployment, government in industry
3. Exchange: Marketing, price system, public utilities, banking, monetary system, business cycles, tariffs, international debts
4. Distribution: Profits, wages, single tax, socialism, communism

The business branch of a public library will want much more than the minimum here suggested. By types, the titles are:

#### BIBLIOGRAPHIES

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- ⑦ Manley, Marian C. *Business information and its sources*. . . Newark, N.J., Public Library, 1931. 32p. \$1.
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Here is a compact introduction to the literature of the field. Its serviceability is not alone in the fact that the material is authoritative and well arranged but also in the feature lacking in other subject bibliographic manuals—functional approach. For the reference librarian who has had little or no business library experience, the reading of this little guide, from cover to cover, is prescribed. Chapters dealing with investment literature and with “What every business man should know” will be especially treasured. Supplementary information is included in *Business Literature*, a monthly note published by the Newark Public Library.

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- ⑧ Manley, Marian C. and Hunt, Mary E. *The business bookshelf; a list based on use*. . . Newark, N.J., Public Library, 1935. 75p. \$2.
- 

Over 400 books, classified and annotated, with author, title, and subject indexes, comprise this basic book list.

#### DICTIONARIES

Review the special appendix of business terms in the *New century dictionary*. Although not separates, the business and economics vocabularies in both *Webster's new international* and

*Funk & Wagnalls new standard* dictionaries will be found to be adequate. A special dictionary is:

- 
- ⑨ Crowell dictionary of business and finance. N.Y., Crowell, c1930. 601p. \$3.50.
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#### CYCLOPEDIAS

There are two special cyclopedias in addition to the important *Encyclopaedia of the social sciences*. The first of these, *Palgrave's dictionary of political economy*,<sup>15</sup> is concerned with pure economics and especially with developments in the English-speaking world. The second is devoted to applied economics:

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- ⑩ Munn, G. G. *Encyclopedia of banking and finance*; rev. ed. N.Y., Bankers Pub. Co., 1937. 866p. \$12.
- 

Its subtitle reads "a reference manual comprising over 3,600 terms relating to money; credit; banking practice, history, law, accounting and organization; trusts, finance; foreign exchange; investments; securities; speculation; business organization; insurance; commodities; markets; brokerage."

#### YEARBOOKS AND DIRECTORIES

All of the yearbooks treated previously will provide some aid—*World almanac*, *American yearbook*, *Americana*, *New international*. Of specific value in economics and business will be the U.S. Bureau of Foreign and Domestic Commerce's *Commerce yearbook*,<sup>16</sup> issued annually up to 1932 in two volumes, one for the U.S. and the other for foreign countries. The first volume "contains detailed information concerning business conditions in the United States and its non-contiguous territories and possessions. . . ." Successive chapters deal with: (1) Recent movements of production and domestic trade; (2) General economic position

<sup>15</sup> Palgrave, Sir R. H. I. *Palgrave's dictionary of political economy*; ed. by Henry Higgs. London and N.Y., Macmillan, 1923-26. 3v. \$25.

<sup>16</sup> U.S. Foreign and Domestic Commerce Bureau. *Commerce yearbook*, 1922-32; *Foreign commerce yearbook*, 1933, 1935-. Washington, Govt. Print. Off. \$1.

and progress of U.S.; (3) Employment, unemployment, wages, immigration; (4) Wholesale, retail and farm prices; (5) Foreign trade of U.S.; (6) Agricultural products and foodstuffs; (7) Fuel and power; (8) Construction; (9) Construction materials; (10) Iron and steel; (11) Nonferrous metals; (12) Machinery; (13) Automotive products; (14) Rubber and rubber products; (15) Textiles, clothing and furs; (16) Leather and leather products; (17) Paper and printing; (18) Chemicals and related products; (19) Transportation and communication; (20) Banking and finance; (21) Noncontiguous territories; Alaska, Hawaii, Philippines, Puerto Rico; Index.

As an example of the information included under each of these sections, the outline for (13) Automotive products is presented: (a) Summary; (b) Table of registration of passenger cars, trucks, buses; (c) Census statistics of motor vehicles, bodies and parts; (d) Car production by months; price classes, weight; (e) Price movement, market conditions, engineering developments; (f) Foreign trade; (g) Conditions abroad. No individual makes are mentioned.

The second volume includes similar data for about 78 countries, although in less detail, arranged alphabetically by country under regions. There are maps for the more important countries and information about area, population, agriculture, mining, manufacturing, transportation, etc., for all.

Since 1932, only the *Foreign commerce yearbook* has been issued. In the 1933 volume, this statement by Director Willard L. Thorp is made,

. . . contraction in size of the Yearbook has been dictated both by consideration of economy and by the desirability of obtaining the greatest possible measure of conciseness.

#### HANDBOOKS

The names Poor and Moody mean much in the field of investments and to some extent, although issued serially, their publications serve as handbooks. Montgomery's *Financial handbook*<sup>17</sup>

<sup>17</sup> Montgomery, R. H. *Financial handbook*. 2d ed. N.Y., Ronald, 1933. 1628p. \$7.50.

provides information about many points related to running a business. There is a great deal of compact information in it about financial management.

For statistics the census volumes dealing with distribution and manufactures, and especially the *Biennial census of manufactures*, will be useful.

*Tax systems of the world*<sup>18</sup> is intended to be "a series of annual reports showing the tax situation of the world as it exists in law, and as it exists in fact." This situation is presented in a series of tables, on white pages for the United States and the individual states, on yellow pages for the comparisons of the state systems, on blue pages for the tax collections, on white pages for foreign systems, and on yellow pages again for comparative foreign tables. There is no more compact source for tax information in print.

#### DIRECTORIES

Marian C. Manley has compiled a guide to business directories<sup>19</sup> which includes 378 titles classified and indexed by publisher and title, as well as by subject.

Perhaps the two directories most frequently used in business are *Kelly's directory*<sup>20</sup> and *Thomas' register*. *Kelly's* provides lists for all foreign countries in the first volume and for the British Empire in volume two. Among the indexes included are those to towns and cities, trades, French, German and Spanish, and individual firms.

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- ⑪ *Thomas' register of American manufacturers*. N.Y., Thomas Pub. Co. (annual) \$15.
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*Thomas' register of American manufacturers* is the annual directory of manufacturers and their products, by trade name. The arrangement of contents is given on the following page.

<sup>18</sup> *Tax systems of the world*. 7th ed., prepared under the direction of Tax Research Foundation. Chicago, Commerce Clearing House, 1938. 415p. \$8.75.

<sup>19</sup> Manley, Marian C. *Business directories: a key to their use* . . . Newark, N.J., Public Library, 1934. 63p. \$2.20.

<sup>20</sup> *Kelly's directory of merchants, manufacturers and shippers of the world*. N.J., Kelly Pub. Co., 1937. 2v. \$25.



1. Index or finding list. This is an alphabetic list of the products under which manufacturers are grouped, with column references. (Yellow pages)
2. List of manufacturers classified according to business. Under product firms are arranged geographically and alphabetically. Letter ratings give approximate financial resources of firms. (White pages)
3. Manufacturers arranged alphabetically by name, giving home office, branches, affiliations, succeeding concerns, cable addresses. (Blue pages)
4. Leading trade names, brands, etc., alphabetically. (Pink pages)
5. Appendix: Banks, boards of trade, leading trade papers. (White pages)

#### SERIALS

A classified list of magazines<sup>21</sup> has been compiled by Marian C. Manley which provides an excellent guide to business periodicals. The *Wall Street Journal* and the *Commercial and Financial Chronicle* are the leading serial publications for businessmen. They contain full records of developments on the stock market and in the business world generally. The *Monthly Labor Review*, published by the U.S. Department of Labor, is another important serial. *Business Week*, *Fortune* and the *Analyst* round out an even half dozen essential periodicals.

But of first importance in the field of economics and business are the various services. A full list of these is included in the Special Libraries Association's *Handbook of commercial and financial services, 1931-32*. Some of the better known services are:

Advertising: Standard Rate and Data Service, 536 Lake Shore Dr., Chicago

Building and engineering: F. W. Dodge Corp., 119 W. 40th St., New York

City and commercial directories: R. L. Polk & Co., 354 4th Ave., New York

Industrial relations: National Industrial Conference Board, 249 Park Ave., New York

<sup>21</sup> Manley, Marian C. *Business magazines classified by subject*. . . Newark, N.J., Public Library, 1933. 31p. \$1.

Insurance: Alfred M. Best Co., 75 Fulton St., New York

Investments: Roger Babson, Wellesley Hills, Mass.

Moody's Investors' Service, 65 Broadway, New York

Poor's Pub. Co., 90 Broadway, New York

United Business Service, Boston

Standard Statistics Co., Inc., 345 Hudson St., New York

Management: American Management Association, 20 Vesey St., New York

Ratings: Dun and Bradstreet, Inc., 290 Broadway, New York

Taxes: Prentice-Hall, Inc., 70 5th Ave., New York

The National Industrial Conference Board, organized in May, 1916, "is the central instrument of economic research, clearing-house of information, medium of conference, and agency of co-ordination for American industry as a whole."<sup>22</sup> A list of its important publications can be found in its annual reports. Its function and position for industry are comparable to those of the National Research Council for scientific societies.

Somewhat more academic in personnel and approach is the National Bureau of Economic Research established in 1920 "To lay a solid foundation of knowledge upon which policies can be builded through the presentation and coordination of the facts regarding social, economic and industrial problems. . . ."<sup>23</sup> Publications of the Bureau can be found listed in the annual reports.

#### REPRESENTATIONS

The general atlases will be useful for transportation routes. *Philip's centenary mercantile marine atlas*<sup>24</sup> contains "a series of 44 plates containing over 220 charts and plans showing passenger and freight routes throughout the world, giving distances in nautical miles, with tables of 12,000 distances between ports and a diagrammatic chart for calculating speed, time, and distance, supplemented by a series of plates showing cables, coaling, oiling

<sup>22</sup> *Nineteenth annual report of the National Industrial Conference Board*. N.Y., The Board, 1935. p.1.

<sup>23</sup> *Message of the president read at the annual meeting*, February 6, 1933. N.Y., National Bureau of Economic Research. p.3.

<sup>24</sup> Philip, George. *Philip's centenary mercantile marine atlas*. . . 13th ed. London, Philip, 1935. 35p. 42 maps. 94s. 6d.

and wireless stations, British and United States diplomatic and consular representation abroad (with tabulated lists), Lloyd's agencies, Chambers of commerce abroad, trade commissioners and imperial trade correspondents, national and commercial flags, and a complete index of over 20,000 ports. Specially designed for merchant shippers, exporters and ocean travellers."

## V. EDUCATION AND PSYCHOLOGY

### BACKGROUND

"The school is a social institution, whose function is to bridge the gap between the child and society."<sup>25</sup> Education as a study in itself is comparatively recent among the disciplines and as yet not fully accepted in the academic family by those who should be the first to deny that their profession requires no special preparation. Increasingly, however, it is being recognized that knowledge of a subject alone is not enough to insure good teaching, and as a result more attention is being paid to the learner of the subject. It is probable that too much emphasis has been placed on method and not enough on matter, but a hopeful reaction is tending to reestablish equilibrium.

The content of education can be broadly outlined as follows:

1. History and philosophy of education, including Comparative education, or a study of foreign educational systems
2. The Teacher and teaching methods, including measurements of results
3. The Learner, including Educational psychology, tests and measurements, the laws of learning, the physical and mental development of the child
4. The Curriculum, including the subject matter, and the interrelations of the various divisions
5. Organization and administration, including school management, finances, building and equipment
6. Divisions of education, comprising Preschool, Elementary, Secondary, Higher, and Adult education; Education of Special classes—criminals, defectives, atypical children

<sup>25</sup> Frasier, G. W. and Armentrout, W. D. *An introduction to education*. N.Y., Scott, Foresman, 1924. p.v.

## BIBLIOGRAPHIES

The volume of educational literature has grown so large, especially during this scientific era which began about 1910, that an increasing number of guides has become necessary. A good approach to the literature of education is contained in Carter Alexander's *How to locate educational information and data*.<sup>26</sup> Otherwise, the key to the literature of education and psychology, now closely allied, is in a series of bibliographic sequences. The oldest of these for education is that begun by Dr. J. I. Wyer in 1899 as the *Bibliography of education*, continued by the U.S. Bureau and later Office of Education, as first the *Monthly Record of Current Educational Publications*, then as the *Record*, and finally carried on today by the University of Chicago as *Selected references in education*. Another newer bibliographic venture for educational books is the *School and Society* list published every March. From this full list of educational books the 60 outstanding ones are selected by the Enoch Pratt Free Library for the A.L.A. and N.E.A. and published in the April issue of the latter's *Journal*.

The most comprehensive retrospective and current educational bibliographic tools are provided by the following two publications:

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- ⑫ Monroe, W. S. and Shores, Louis. *Bibliographies and summaries in education*. . . N.Y., Wilson, 1936. 470p. \$4.75
- 

The basic list is the catalog of *Bibliographies and summaries in education to July 1, 1935*, which is comprehensive for the period from 1910 to 1935, and selective prior to 1910. It aims to list all bibliographies and summaries published in the United States and Canada that are still available in public libraries. The arrangement is alphabetical, with authors, titles and subjects in one alphabet. For each entry, a brief annotation is given in addition to complete bibliographic information. Supplementary bibliographies since July 1, 1935 are found in the *Education Index*.

<sup>26</sup> Alexander, Carter. *How to locate educational information and data*. N.Y., Teachers College, Columbia Univ., 1935. 272p. \$3.



As its subtitle indicates, the *Education Index* is a cumulative author and subject index to books and pamphlets as well as to 150 periodicals, 4 of which are in a foreign language, and 128 of which are indexed fully. Book reviews, poems and bibliographies are grouped under those headings, respectively. The

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- ⑬ Education Index; a Cumulative Author and Subject Index to a Selected List of Educational Periodicals, Books and Pamphlets. N.Y., Wilson, 1929- . Service basis.
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starred periodicals are indexed only for articles of special interest. The first large cumulation covered three and a half years from 1929 to July, 1932; the second included three years to July 1, 1935.

Supplementary bibliographic tools of interest are: (1) the U.S. Office of Education's *Bibliography of research studies in education* which is somewhat more restrictive than the *Education Index*, confining itself to dissertations, faculty studies and other publications of a definite research nature; (2) *School and Society's* annual classified list of educational books prepared in the Enoch Pratt Free Library, and the *Sixty educational books* of the year chosen from the larger list by the N.E.A. and A.L.A., jointly, for publication in the *N.E.A. Journal*; (3) the *Selected references* of the year published as a monograph by the University of Chicago, and replacing the *Record of Educational Publications* issued by the U.S. Office of Education until April, 1932; (4) two annual lists of dissertations, one issued by the Library of Congress listing only those *printed*, and the other by the Association of Research Libraries, including all dissertations *accepted*, and (5) T. R. Palfrey and H. E. Coleman's *Guide to bibliographies of theses*, published by the American Library Association, which indexes bibliographies by institutions issuing them and by subjects.

Psychology is one of the fortunate fields with adequate bibliographic tools. These include an excellent guide,<sup>27</sup> a bibliography of bibliographies,<sup>28</sup> and an abstracting tool.

<sup>27</sup> Louttit, C. M. *Handbook of psychological literature*. Bloomington, Ind., Principia, 1932. 273p. (Pubs. of Indiana Univ., Psychological Clinics. Ser. 2, no.4) \$2.50.

<sup>28</sup> ——— *Bibliography of bibliographies on psychology, 1900-1927*. Washington, Nat. Research Council, 1928. 108p. (Bulletin no.65) \$1.50.

*Psychological Abstracts* provides signed summaries of current literature, with subject and author indexes to the publications thus summarized. It is therefore more than a list such as was the *Psychological Index* which it has now replaced.

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- ⑭ Psychological Abstracts, 1927- . Lancaster, Pa., Amer. Psychological Assn., 1927- . \$7 per year.
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#### DICTIONARIES

Examine the list of contributors to each of the unabridged dictionaries and determine how many educationists contribute. Educational terminology is still uncollected although progress is being made on a dictionary under the editorship of Carter Good of the University of Cincinnati. At present, the best source for vocabulary is:

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- ⑮ Warren, H. C. Dictionary of psychology. Boston, Houghton, c1934. 372p. \$4.50.
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This was prepared by an advisory board and a list of collaborators including over a hundred outstanding psychologists, among whom the following names are notable: Watson, Terman, Boring, Gates, Jastrow, MacDougall, Murchison, Peterson, Pintner, Poffenberger. These men set forth their purpose as "to explain the meaning of technical terms which the reader will meet in psychological literature or which the psychologist may wish to use in his writings."

Each definition has been passed on by at least two authorities in the special field to which the term belongs. The split infinitive has been officially recognized by the editors as aiding in classification. Before the work had been completed Editor Warren died and the manuscript was turned over to Leonard Carmichael of Brown University who saw it through to the printer. The dictionary includes an alphabetic list of terms followed by an appendix of 18 tables, illustrated by some of these examples: (1) color-vision tests; (2) complexes, a list of fundamental types; (5) glands frequently treated in psychological literature; (8)

phobias, a list of the most common types; (14) statistical formulae useful in psychology and education; (15) symbols and technical abbreviations; (18) topography of human central nervous system. There are also glossaries of French and German terms and a bibliography of technical dictionaries and vocabularies.

#### CYCLOPEDIAS

In 1940, education will have a new cyclopedia which will bring into one place a summary of the research during the preceding 30 years. This encyclopedia is being prepared under the general editorship of Walter S. Monroe and will be published by Macmillan. For the present, the basic subject background tool is:

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- ⑩ Monroe, Paul. *Cyclopedia of education*. N.Y., Macmillan, 1911-13. 5v. o.p.
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Paul Monroe's *Cyclopedia of education*, although somewhat out of date now, is still valuable for the history and philosophy of education. Its material is arranged alphabetically by small topics, and volume 5 includes an analytical index arranged by the following scheme: (1) History; (2) Philosophy; (3) Educational psychology; (4) Teaching methods; (5) Educational sociology; (6) Administration; (7) Elementary education; (8) Secondary education; (9) Higher education; (10) Physical education; (11) School architecture. Major emphasis is placed on American education, but considerable material on foreign systems is included. The articles are signed and are enhanced by illustrations and bibliographies.

Of the general encyclopedias, the *Americana* is especially strong in education, and the *Lincoln library* has a whole section prepared by Charles H. Judd. Both school encyclopedias have been prepared by educators and illustrate methods of modern pedagogy in their organization and presentation of materials.

#### YEARBOOKS AND DIRECTORIES

There is no general yearbook for American education comparable to the English *Yearbook of education*, but a record of

American educational progress for any one year can be found in the general yearbooks, the various yearbooks of the departments of the N.E.A., and in the serial publications of the U.S. Office of Education. Foreign educational developments are featured in the *Educational yearbook of the International Institute*.

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- ①⑦ U.S. Education Office. Educational directory, 1912- . Washington, Govt. Print. Off., 1912- . 10c.

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Directories of institutions and persons abound. The most useful and least expensive is the *Educational directory* published annually by the U.S. Office of Education. Its four parts include (1) State and county school officers, (2) City school officers, (3) Higher education institutions and (4) Associations and directories. Patterson's *American educational directory*, although not always accurate, is also useful. Special directories include, for educators:

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- ①⑧ Cattell, J. M. Leaders in education; a biographical directory. N.Y., Science Pr., 1932. 1037p. \$10.

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Short biographies of more than 11,000 school men and women are included. For each, information as to education, experience, honors, society membership and publications is given. Some additional names of younger educators who have won prominence since can be found in *Who's who in American education*.

For psychologists, the directory is:

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- ①⑨ Murchison, Carl. Psychological register. Worcester, Mass., Clark Univ., 1929- . \$16.

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This includes brief biographies and full bibliographies of psychologists throughout the world, arranged by country. The plan of the work calls for volume one, still in preparation, to include psychologists not now living and as far back as the Greeks. Volume two which included 1,250 psychologists from 29 countries



was revised and expanded into volume three with 2,400 from 40 countries.

The directories of special classes of institutions include for colleges and universities:

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- ②① Marsh, C. S. *American universities and colleges*; 3d ed. Washington, Amer. Council on Education, 1936. 1129p. \$4.
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This is the third edition of a publication sponsored by the American Council on Education. The first edition by Robertson and the second by MacCracken were organized on the same plan. In all, over 800 institutions are described in some detail, with facts and figures about enrolment, finance, curriculum, faculty, equipment and educational aim. Supplementary information about accrediting agencies, educational associations, etc., answers many reference questions.

The *College blue book*<sup>29</sup> presents much of the same information, but in tabular form.

There are in addition special directories for private schools<sup>30</sup> and camps,<sup>31</sup> such as the two volumes by Sargent. The one for private schools provides an educational review in addition to lists and announcements of schools in this country arranged geographically and by type of school.

*Baird's manual*<sup>32</sup> answers questions with regard to American college fraternities.

#### HANDBOOKS

The statistical handbook most frequently useful in education is the *Biennial survey of education* issued by the U.S. Office of Education, first as separate bulletins and later as a bound volume.

<sup>29</sup> *College blue book, 1933; scientific, non-advertising book of reference of the colleges and universities of U.S.A.; colleges of liberal arts and sciences, technical and professional schools*, by H. W. Hurt and H. J. Hurt. (v.3) Hollywood, Fla., College Blue Book Co., 1933. 576p. \$4.75.

<sup>30</sup> *Handbook of private schools for American boys and girls, 1915-* . Boston, Sargent, 1915- . \$6.

<sup>31</sup> *Handbook for summer camps*. 12th ed. Boston, Sargent, 1935. 738p. \$6.

<sup>32</sup> Baird, W. R. *Baird's manual, American college fraternities*. Menasha, Wis., Banta, 1935. 803p. \$4.

It contains essential figures on costs, personnel, equipment, enrolment and geographical distribution of educational facilities.

#### SERIALS

A selected list of the most important educational periodicals can be found in the *Education Index*. The *N.E.A. Journal* issued by the National Education Association, *School Life* issued by the U.S. Office of Education, and *School and Society* are three important periodicals.

Government publications of importance come from the U.S. Office of Education. Perhaps the Bulletin series is most important since it includes both the bibliography and the directory each year. Significant national surveys like those of secondary education and teachers are also prepared as bulletins.

The most important society publications are issued by the 22 departments of the N.E.A., and by certain of the graduate schools of education, notably Teachers College of Columbia University, University of Chicago, George Peabody College, University of Minnesota, Ohio State University, Stanford University, etc. The three large philanthropic boards—General Education Board (Rockefeller), Carnegie Corporation, and Julius Rosenwald Fund—also issue publications of use in educational reference.

#### READINGS

- BEARD, C. A. A charter for the social sciences in the school. N.Y., Scribner, c1932. 122p. (Report of the Commission on the Social Studies. Part 1.)
- GEE, WILSON. Social science research organization in American universities and colleges. N.Y., Appleton-Century, 1934. 275p.
- Research in the social sciences: its fundamental methods and objectives. N.Y., Macmillan, 1929. 305p.
- KUHLMAN, A. F. Preserving social science source materials. A.L.A. Bulletin. 1933. v.27, p.128-32.
- MONROE, W. S. The literature of education. Educational Record. Oct., 1936. v.17, p.555-65.
- OGG, F. A. Research in the humanistic and social sciences, report of a survey conducted for the American Council of Learned Societies. N.Y., Century, 1928. 454p.
- SELIGMAN, E. R. A. What are the social sciences? (In Encyclopaedia of the social sciences. N.Y., Macmillan, 1930. v.1, p.1-7.)

- SPAHR, W. E. and RINEHART, J. W. Methods and status of scientific research with particular application to the social sciences. N.Y., Harper, 1930. 533p.
- U.S. CENSUS BUREAU. The 1930 census: description of the bound reports containing final figures: an outline of publication plans. Washington, Govt. Print. Off., 1931. 21p.

# Science: Pure and Applied

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## I. INTRODUCTION

In one connotation the term science is used to refer to the body of knowledge about nature. In another sense science designates a method of approach to reality. Under this latter definition much of our body of knowledge about society as well as about nature achieves scientific recognition, and thus education, sociology, and the other social studies become, perhaps reluctantly, sciences.

The present chapter deals with the reference tools in the natural sciences, both pure and applied. It groups most of the Dewey 500's and some of the 600's together. The grouping is again fairly arbitrary, but convenient. No attempt is made to discriminate with nicety, as indeed no one can, when an applied science becomes an art. From a dictionary standpoint almost any scientific application might be construed to be an art. From the reference standpoint, however, it has seemed better to consider agriculture, medicine and technology as applied sciences though it could be strongly argued that all are arts when undertaken by masters, as indeed are even the pure sciences themselves.

The classification adopted for this chapter follows:

- I. General field of pure and applied sciences
- II. Pure sciences
  - A. Physical, dealing with inorganic matter
    - 1. Mathematics and astronomy
    - 2. Physics, chemistry, geology
  - B. Biological, dealing with organic matter
    - 1. Botany
    - 2. Zoology



## III. Applied sciences

- A. Agriculture, including gardening
- B. Medicine, including nursing, pharmacy, dentistry
- C. Technology, including engineering, aeronautics, and radio, as well as such trades as carpentry, printing, welding, etc.

Obviously unscientific groupings stand out. Why should mathematics be grouped with astronomy instead of with physics? Why not relate geology with astronomy? How can psychology, paleontology and ethnology be omitted? The answer is in the reference tools studied and in their interrelations. Psychology is reserved for the sections on education and philosophy; paleontology has no essential tools for a general library; and ethnology has already been grouped with anthropology in the social sciences.

As background for reference work in science, pure and applied, the titles heading this chapter's bibliography are commended. As a cultural self-test, the following names are submitted:

Archimedes	Gesner	Celsius	Agassiz
Galileo	Tycho Brahe	Priestley	Davy
Roger Bacon	Kepler	Lavoisier	Helmholtz
Newton	Napier	LaPlace	Pasteur
Galen	Harvey	Gay-Lussac	Metchnikoff
Copernicus	Pascal	Daguerre	Einstein
			Rutherford

Who were they? When did they live? What are they best known for?

The principal scientific societies are those which are represented on the National Research Council, an organization evolved from President Lincoln's National Academy of Sciences, and lately endowed by the Carnegie Corporation. (See Chapter 8)

## II. GENERAL SCIENCE REFERENCE BOOKS

Few special reference books and frequent reliance on periodicals characterize reference work in this field. This has, of course, frequently been attributed to the rapid changes in the sciences, rendering a book out of date almost over night. However, it can hardly be maintained that these changes are more rapid than those occurring in the social sciences, where, nevertheless, the learned so-

cieties have given birth to a monumental foundation set. Rather, it must be recognized that the social scientists have been much stronger library allies than the scientists of nature.<sup>1</sup> There is evidence, however, that the scientist's interest is shifting from one almost exclusively in the laboratory to one equally in the library, and that increasingly the chemist and physicist will demand much printed material, and especially the less ephemeral kind which deals with the solid fundamentals. That a good encyclopedia of the natural sciences would be welcomed is supported by library readers' interest, and by the increasing space proportions devoted to science in the general encyclopedias.

#### BIBLIOGRAPHIES

Before the World War there was issued a comprehensive current bibliography for all of the sciences known as the *International catalogue of scientific literature*. In its 17 volumes it presented the titles of all original contributions in four languages and covered everything from mathematics through bacteriology. In 1914 this work was suspended.

The Science and useful arts section of the *Standard catalog*, available separately or as part of the large work, is an annotated list of over 2,000 titles with the major portion primarily devoted to literature in the applied sciences. As in the other sections the arrangement is by Decimal classification, with good indexes. Starred items are for first purchase and selection is limited to books in the English language, including translations.

The current bibliography is the *Industrial Arts Index*, issued monthly and cumulated annually, which, in addition to technology, lists material in business and commerce. It is, therefore, strictly speaking not a current bibliography for all of the pure and applied sciences, but it is sufficiently so to be placed in the general rather than in the technology category. In all, about 235 periodicals are indexed, 34 of which are published outside the United States.

<sup>1</sup> Charles M. Mohrhardt, Chief of the Technology Department, Public Library, Detroit, Mich., comments, "Chemistry has an extensive literature dating back to the 18th century and earlier. Chemists because of the very nature of their work have been 'library conscious' for years. Physicists are a close second."

Among special features of the *Index* are the book notes on new publications and the indexing of government publications.

The *Engineering Index* is most useful for reference work in science and technology if the library can afford it. It abstracts over 2,000 publications including society transactions, government documents and engineering college bulletins.

#### DICTIONARIES

Whereas the social sciences are as yet without a dictionary, the older and better established natural sciences have many general and special terminology books. Besides general definition lists for all of the sciences, there are special dictionaries of mathematical tables, physical terms, chemical formulas, elements, compounds, flowers, birds, trees, colors. The latest undertaking proposed is a "smell" dictionary. According to Mr. E. C. Crocker (in a *Chicago Tribune* news story) what is needed is "a smell dictionary not unlike the present dictionaries of colors, which would define every kind of smell so that all scientific and industrial workers could use the same name." The publication of that dictionary will be yet another tribute to the precision attained by the natural science workers.

Schlomann's<sup>2</sup> six-language dictionary in 17 volumes covers the applied sciences especially well. Each volume is devoted to one large field; for example the 17th deals with aeronautics. The special use of this dictionary is to aid translators.

A more recent and less expensive dictionary is *Pitman's technical dictionary of engineering and industrial science*<sup>3</sup> in English, French, Spanish, Italian, Portuguese, Russian and German, arranged on an English alphabetical base and fully indexed by language in the last volume.

Henderson's *Dictionary*, although restricted to the biological sciences, warrants inclusion also as a general science dictionary because of the range of its terms.

<sup>2</sup> Schlomann, Alfred, ed. *Illustrated technical dictionaries in six languages, English, German, French, Russian, Italian, Spanish*. Berlin, Technische Wörterbücher-verlag G.M.B.H., 1906-32. 17v. 8s. to 80s. per v.

<sup>3</sup> Slater, Ernest, comp. *Pitman's technical dictionary of engineering and industrial science, in seven languages*. N.Y., Pitman, 1928-32. 5v. \$25.

A good, brief and American technical dictionary is *Engineering terminology*,<sup>4</sup> which contains a special list of abbreviations of engineering terms and other data in the appendix.

#### CYCLOPEDIAS

The lack of a foundation set comparable to that for the social sciences has already been alluded to. In the absence of such a work, a good science history or outline volume with a usable index will be of some value for background material. Sarton's *Introduction to the history of science*<sup>5</sup> carries the record to Roger Bacon, at present.

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- ① Hutchinson's technical and scientific encyclopedia; ed. by C. F. Tweney and I. P. Shirshov. N.Y., Macmillan, 1936. 4v. \$25.
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The four-volume *Hutchinson's technical and scientific encyclopedia*, edited by C. F. Tweney and I. P. Shirshov, is the closest approximation. Its scope is indicated by the following included fields: physics, astrophysics, meteorology, horology (science of measuring time), electrical communication; chemistry, geology, mineralogy; crystal structure and radioactivity; oceanography and geophysics; engineering: civil, mechanical, electrical, mining; navigation; aeronautics; cinema; coal, textiles, silks, furs, metals, gems, jewelry, clock-making; ship construction, fuels, welding processes. Clearly the scope coincides with that of this chapter.

The material is arranged alphabetically with numerous cross references. At the end of volume four is a bibliography which is a "list of books and other sources of information on subjects of importance in pure and applied science, manufactures and the skilled trades, to which is appended a list of the publishers." The 3,000 titles are arranged alphabetically by subject, and the publishers' list includes 397 issuing sources.

<sup>4</sup> Brown, V. J. and Runner, D. G. *Engineering terminology*. Chicago, Gillette Pub. Co., 1938. 310p. \$3.50.

<sup>5</sup> Sarton, George. *Introduction to the history of science*. Baltimore, Williams & Wilkins, 1927-31. 2v. v.1, o.p.; v.2, \$12.



This is a newer one-volume work which includes the following sciences: aeronautics, astronomy, botany, chemistry, engineering, geology, mathematics, medicine, mineralogy, navigation, physics and zoology. There are 10 contributing and 11 consulting editors

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- ② Van Nostrand's scientific encyclopedia. . . N.Y., Van Nostrand, 1938. 1234p. \$10.
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who give authority to the work, and the articles are signed. The 10,000 entries are arranged alphabetically with cross references in the text printed in boldface type. Included are illustrations, maps, diagrams and photographs.

#### YEARBOOKS AND DIRECTORIES

The government publications of the U.S. Bureau of Standards, and particularly the *Standards yearbook*, are of frequent reference use. International, national, state and local standardizing activities of agencies are recorded yearly. The *National directory of commodity specifications*<sup>6</sup> contains alphabetical and classified lists and brief descriptions of specifications for animal, vegetable, textile, wood, mineral, metallic, machine, chemical and other products.

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- ③ Cattell, J. M. and Cattell, Jaques. *American men of science*. . . 6th ed. N.Y., Science Pr., 1938. 1608p. \$12.
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The basic biographical directory of scientists is J. McKeen Cattell's *American men of science* which features special lists of scientists arranged in the order of their distinction. The rankings represent the pooled judgments of scientists who, presumably, should be capable of evaluating their fellow workers. Thus the leading living scientist in each of the sciences today, based on a 1903 estimation, is:

<sup>6</sup> U.S. Standards Bureau. *National directory of commodity specifications; classified and alphabetical lists and brief descriptions of specifications of national recognition* . . . Washington, Govt. Print. Off., 1932. 548p. (Miscellaneous publications no.130); *Standards and specifications for non-metallic minerals and their products*, 1930; no.110—in the *wood-using industries*, 1927, no.79; and—for *metals and metal products*, 1933, no.120, are other publications in the series.

Mathematics—W. F. Osgood	Physiology—W. H. Howell, Russell H. Chittenden
Physics—Carl Barus	Anatomy—H. H. Donaldson, E. L. Mark
Chemistry—Russell H. Chittenden	Pathology—William H. Welch
Astronomy—W. W. Campbell	Anthropology—Franz Boas
Geology—W. M. Davis	Psychology—J. McKeen Cattell
Botany—N. L. Britton	
Zoology—E. B. Wilson	

Some of these men have maintained their ranks, but others are probably overshadowed by men who have come forward since.

The sixth edition contains 28,000 biographical sketches in the fields indicated and the list of 1,000 leading scientific men selected statistically. Editor Cattell has set forth his aim for the directory as "to make men of science acquainted with one another and with one another's work."

#### SERIALS

The National Research Council's Research Information Service has compiled a *Handbook of scientific and technical societies and institutions of the United States and Canada* (Bulletin no. 101), listing nearly 1,000 possible sources for serial publications. Of particular reference interest is the American Association for the Advancement of Science, an organization of individuals, institutions and affiliated associations, which seeks to do what its name implies and which issues a journal of more than special interest. The objects of the Association are:

to promote intercourse among those who are cultivating science in different parts of America, to cooperate with other scientific societies and institutions, to give a stronger and more general impulse and more systematic direction to scientific research, and to procure for labors of scientific men increased facilities and a wider usefulness.

*Science* is the official organ of the Association, published weekly, and edited by J. McKeen Cattell. Each issue includes important articles, discussions, news events and reviews. Semipopular in treatment, *Science* aims to bridge the gap between the scientist and the intelligently interested layman.

Also edited by Cattell is the *Scientific Monthly*, an illustrated

publication which further carries the work of science into the layman's life. It is not quite as popularly written as *Scientific American*, a privately published periodical. The latter is probably the best of the popular scientific magazines.

#### HANDBOOKS

Basic is the monumental undertaking of the National Research Council known as the *International critical tables*.<sup>7</sup> It is highly technical, but of prime importance to all of the sciences, pure and applied. In addition to numerical data, lists of terminology and definitions, bibliographies and textual matter in four languages—English, French, German, Italian—it provides rapid answers for scientists' questions. The key to the seven volumes is the index in volume 8, also in four languages. The *I.C.T.* is one reference tool the nonmathematically-minded reference librarian will have considerable difficulty using, but the reader who can use it will expect no more from the librarian than knowledge of its existence and location. As examples of types of data included, the following are representative: national and local systems of weights and measures, thermometry, properties of chemical substances and of various wood, clay and metal materials, radioactivity, etc.

#### GOVERNMENT PUBLICATIONS

Many important serials come from government agencies. The sources of particular interest to scientists are the National Academy of Sciences, the National Research Council and the Smithsonian Institution. The first two have already been discussed in Chapter 8. From the first come the *Reports* and *Memoirs*. The second issues bulletins which include important scientific bibliographies. From the Smithsonian Institution come the annual reports, the *Smithsonian contributions to knowledge* and the *Smithsonian miscellaneous collections*. Other sources are the Bureau of Mines, Bureau of Standards, National Advisory Committee for Aeronautics.

<sup>7</sup> National Research Council. *International critical tables of numerical data*. . . N.Y., McGraw, 1926-33. 7v. and index. \$90.

## III. PHYSICAL SCIENCES

The scope of the physical sciences restricts them to inorganic matter. Astronomy, geology, physics, chemistry are the fundamental divisions, with mathematics most frequently associated with them rather than with the biological sciences.

## MATHEMATICS

Benjamin Pierce's definition of mathematics as "that science which draws necessary conclusions" is widely accepted. The field is divided into (1) pure mathematics, including arithmetic, algebra, geometry, trigonometry, descriptive geometry and projections, analytic geometry, calculus, probabilities; and (2) applied, including mechanics, physics, geophysics and astronomy.

Among the problems of modern mathematics three may be cited that have been puzzling mathematicians for centuries: (1) squaring a circle; (2) trisecting an angle; (3) constructing a cube whose volume is twice that of a given cube. These problems are impossible with a compass or straight edge but may be solved with other instruments or by curves that can be stretched through points.

The current problem of the calendar also concerns mathematics. A 13-month calendar is proposed, the extra month to be called Sol. It is also interesting to note that the decimal point is being used to indicate thirty-seconds on the financial page. Another item of current interest is the adoption by Germany of the 400 degree circle and the 100 degree right angle, and "duodecimal arithmetic," adopting 12 rather than 10 as a base, advocated by George S. Terry.

*Society Publications.* The principal mathematical organizations and the serial publications that emanate from them are the following:

1. The American Mathematical Society, 1888, issues:  
*Transactions*  
*American Journal of Mathematics*
2. Mathematical Association of America, 1915, issues:  
*American Mathematical Monthly*



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3. National Council of Teachers of Mathematics, 1920, issues:  
*Mathematics Teacher*

It is apparent that the publications of the first two organizations are largely research in nature and of the last, interpretation. These two types of purposes will be found to exist among the learned societies in nearly all fields. In general and popular libraries the teaching or interpretative society is likely to issue the more useful reference serials. *School Science and Mathematics* is still another example of this type of tool. In research libraries, of course, the other societies not only in America but abroad will be the essential sources. For example, both the London Mathematical Society and the Mathematical Association should be represented by their serial publications in a research library.

*Other Reference Tools.* Although somewhat old now, the basic bibliographic guide is:

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- ④ Miller, G. A. Historical introduction to mathematical literature. N.Y., Macmillan, 1916. 302p. o.p.
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Special features of this guide are the lists of societies, publications and reference works in chapter two, and the biographies of famous deceased mathematicians. Cajori's *History*,<sup>8</sup> still in print, is an alternate title if *Miller* is not available.

There is no dictionary or cyclopedia in English comparable to that found in French. There are, however, several excellent histories that will serve as background works. Of unique interest is D. E. Smith's *Source book in mathematics*, which includes excerpts from the writings of the makers of mathematics. Two other helpful histories are those by Cajori, just mentioned, and Sanford, the latter being particularly suitable for school use.

The principal type of mathematics reference book is the handbook of tables. *Barlow's tables*<sup>9</sup> gives square and cube roots and

<sup>8</sup> Cajori, Florian. *A history of mathematics*; 2d ed. rev. N.Y., Macmillan, 1924. 516p. \$4.50.

<sup>9</sup> Barlow, Peter. *Barlow's tables of squares, cubes, square roots, cube roots, and reciprocals of all integer numbers up to 10,000*. 3d ed.; ed. by L. J. Comrie. London, Spohn, 1930. 208p. 7s. 6d.

reciprocals. Glover's *Tables*<sup>10</sup> includes tables in finance, insurance, statistics, compound interest functions and logarithms of compound interest functions, life insurance and disability insurance functions, probability and statistical functions and seven place logarithms of numbers from 1 to 100,000.

#### ASTRONOMY

Astronomy is that branch of science that treats of the heavenly bodies. There are three phases: descriptive, practical, theoretical. As a rule, textbooks divide the body of knowledge into facts relating to the solar system—the sun, planets and their satellites, solar and lunar eclipses—and the lunar system, consisting of the moon, stars, comets and meteors.

Of some interest to librarians are the instruments used and the observatories in which these instruments are housed. The telescope, a device for seeing at a distance, and the Schmidt camera, because of its speed, are invaluable instruments. The six most famous observatories in this country are:

1. Naval Observatory, Washington, D.C. (1843)
2. Harvard Observatory, Cambridge, Mass. (1843)
3. Lick Observatory, Mount Hamilton, Calif. (1888)
4. Yerkes Observatory of the University of Chicago, Williams Bay, Wis. (1892)
5. Mount Wilson Observatory, Mt. Wilson, Calif. (1904)
6. California Institute of Technology, Pasadena, Calif. (under construction)

There are now also several famous planetariums, projections of the solar system on the interior of a dome by means of an instrument similar in principle to the stereopticon. The Adler Planetarium in Chicago was the first established in this country. Other planetariums are the Fels in Philadelphia, the Griffith in Los Angeles, the Hayden in New York.

There are three important astronomical organizations.

<sup>10</sup> Glover, J. W. *Tables of applied mathematics*. . . Ann Arbor, Mich., Wahr, 1930. 678p. \$2.50.

1. American Astronomical Society, 1899
2. Astronomical Society of the Pacific, 1899
3. American Association of Variable Star Observers, 1911

In addition to the publications of observatories there are several important periodicals. These are the *Astronomical Journal* (1849), the *Astrophysical Journal* (1895), *Popular Astronomy* (1893).

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- ⑤ U.S. Nautical Almanac Office. The American ephemeris and nautical almanac for the year 1940. . . Washington, Govt. Print. Off., 1938. 880p. \$2.50.
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Here is one yearbook published ahead of time. It is a highly technical volume of tables of figures usable only by a navigator or astronomer. An ephemeris is defined by *Webster's new international dictionary* as a diary, journal, almanac or, specifically in astronomy, as a "publication giving the computed places of the heavenly bodies for each day of the year, with other numerical data, for the use of the astronomer and navigator." Of particular interest to librarians is the list of dates for anniversaries and holidays and the chronological eras and cycles.

Important in astronomical reference is the map of the heavens. Several good atlases are available.

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- ⑥ Barton, S. G. and Barton, W. H. A guide to the constellations. N.Y., McGraw, 1928. 74p. \$3.
- 

This volume is recommended because it is simple and presupposes no great amount of knowledge. It can be used in reference with the beginner and with the more advanced student.

#### PHYSICS

Physics treats of motion, light, heat, sound, electricity, magnetism and other properties and actions of matter, energy and space, and thus underlies all science. The "new physics" which has come into existence during the last 30 years includes radioactivity, relativity and the new knowledge of atoms. The prin-

cial divisions of physics include mechanics; acoustics or sound; thermatics, or heat; optics, or light; and electricity and magnetism.

The important learned societies in the field follow:

1. American Academy of Arts and Sciences, 1780
2. Smithsonian Institution, 1830
3. American Association for the Advancement of Science, 1880 (Section B)
4. American Physical Society, 1899
5. The American Institute of Physics, 1931
6. Franklin Institute, 1824

The principal serial publications include, in addition to those mentioned for general science like *Science*, which each year in its last issue summarizes developments in all sciences, *The Physical Review* published by the American Physical Society, the *Physics Teacher*, a publication of the Institute of Physics which features post views of textbooks that have been used for two years, and the *Journal of the Franklin Institute*. Section A of *Science Abstracts* is devoted to physics and provides a good current bibliography of research.

Darrow's *Classified list of published bibliographies*<sup>11</sup> provides a retrospective key to research publications as does Magie's *source book in physics*.<sup>12</sup>

The cyclopedia of the subject is also a dictionary.

- ⑦ Glazebrook, Sir Richard. Dictionary of applied physics. N.Y., Macmillan, 1922-23. 5v. \$25.

Glazebrook's *Dictionary of applied physics* indicates its scope in its purpose:

To find out what are the latest methods of Calorimetry, what exactly is known about the laws of Friction, how far has the theory of the Steam Engine advanced . . . something about the Science of Aeronautics, the Design

<sup>11</sup> Darrow, K. K. *Classified list of published bibliographies in physics, 1910-1922*. Washington, Nat. Research Council, 1924. 102p. (Bulletin no.47) \$2.

<sup>12</sup> Magie, W. F. *A source book in physics*. N.Y., McGraw, 1935. 620p. \$5.



of Optical Instruments, the Methods of Metallurgy, the Construction of Clocks, Telescopes or Microscopes, the Laws of Music and Acoustics. . . .

Assisting Sir Richard Glazebrook are many British physicists of note: 18 for mechanics and engineering; 13 for heat; 41 for electricity; 33 for meteorology and metrology; 40 for light-sound-radiology; 16 for aeronautics; 12 for metallurgy. There are five volumes:

1. Mechanics, engineering, heat
2. Electricity
3. Meteorology, metrology and measure apparatus
4. Light, sound, radiology
5. Aeronautics; metallurgy; general index

Distinctive about the arrangement is the fact that each volume is arranged alphabetically from A to Z, except volume 5, which has one alphabetic arrangement for aeronautics, another for metallurgy, and a third for the general index. Thus, each volume may be treated as a separate cyclopedia, as for example the volume on electricity.

Two handbooks on color are useful to answer two types of questions: "What does the color taupe look like?" "What is the color of this material in my dress?"

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- ⑧ Ridgway, Robert. *Color standards and color nomenclature*. . . . Washington, the Author, 1912. 43p., 53 colored pl. \$8.
- 

Ridgway's *Color standards and color nomenclature* has long been the standard reference on the subject. The author was Curator of the Division of Birds, of the U.S. National Museum. A somewhat newer and perhaps fuller work is that of A. Maerz, Director of the American Color Research Laboratory, and M. Rea Paul, Consulting Colorist for the research laboratories of the National Lead Company. Their *Dictionary of color* (N.Y., McGraw, 1930) includes 7,000 colors grouped in the eight main divisions of the spectrum, and under each division the colors grade toward black. Special features include tables of color names in

many languages, bibliography, brief history of color standardization and an index of color names.

## CHEMISTRY

"The science that treats of the composition of substances," says *Webster's* of chemistry. Its principal divisions include theoretical, physical, analytical, inorganic and organic chemistry, and chemical technology and industries.

Most important in chemistry reference are the journals published by American and foreign learned societies. The oldest American society is the American Chemical Society founded in 1876 which issues the *Journal*, monthly, *Chemical Abstracts*, semimonthly, the *Journal of Physical Chemistry*, monthly, the *Chemical Review*, quarterly, and the *Journal of Chemical Education*, monthly.

Of all the physical sciences, chemistry has the best bibliographic tools. Crane and Patterson's *Guide to the literature of chemistry*<sup>13</sup> is one of the strongest examples of such a tool in any subject, and West and Berolzheimer's *Bibliography of bibliographies*,<sup>14</sup> sponsored by the National Research Council, does for chemistry what Northup does for English language and literature. As this goes to press, B. A. Soule's *Library guide for the chemist*<sup>15</sup> is announced.

Hackh's *Chemical dictionary*<sup>16</sup> is only one of numerous others serving the same purpose. A German immigrant who settled in San Francisco, Hackh undertook his work with this aim:

not to make a mere compilation or collection of facts, but to re-state and re-define in simple modern terms and to connect these phenomena with each other.

<sup>13</sup> Crane, E. J. and Patterson, A. M. *Guide to the literature of chemistry*. N.Y., Wiley, 1927. 438p. \$5.

<sup>14</sup> West, C. J. and Berolzheimer, D. D. *Bibliography of bibliographies on chemistry and chemical technology, 1900-1931*. Washington, Nat. Research Council, 1925, 1929-32. 3v. (Research Information Service. Bulletin nos. 50, 71, 86) \$1.50 to \$2.50 ea.

<sup>15</sup> Soule, B. A. *Library guide for the chemist*. N.Y., McGraw, 1938. 302p. \$2.75.

<sup>16</sup> Hackh, I. W. D. *Chemical dictionary*. . . Philadelphia, Blakiston, 1937. 1020p. \$12.

Preceding the vocabulary are a table of prefixes and suffixes used in chemistry; symbols; mathematic memoranda. At the bottom of each page is a pronunciation key. Note that the title indicates inclusion of the biological as well as of the related physical sciences.

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- ⑨ Thorpe's dictionary of applied chemistry, by Jocelyn Field Thorpe. . . and M. A. Whiteley. . . assisted by eminent contributors. 4th ed. . . London and N.Y., Longmans, 1937- . v.1- . \$25 per v.
- 

*Thorpe's dictionary of applied chemistry* is a British work. The Great War's influence is evident in its plan, the first volume having been issued three years after the Armistice. A war which indicated all future warfare would be largely of a chemical nature could not help affecting the selection of material for an applied chemistry cyclopedia: ". . . Every effort has been made to make the Dictionary a faithful record of the present relation of chemistry to the arts and sciences." The list of contributors at the beginning of each volume includes many eminent names in the field. A two-volume supplement published in 1934-35, provides up-to-date material. Arranged alphabetically by small subjects as *Thorpe* is, it nevertheless has also an index in the last volume.

The first volumes of the new fourth edition were released in 1937.

There are numerous handbooks of value in both chemistry and physics. Examples to be examined are the *Handbook of chemistry and physics*<sup>17</sup> and the *Condensed chemical dictionary*.<sup>18</sup> Special handbooks known to research chemists are the two for organic and inorganic chemistry: *Beilstein handbuch der organischen chemie* and Gmelin, *Handbuch der anorganischen chemie*.

Government publications like the bulletins of the Bureau of Chemistry and Soils, the *Official Gazette* of the Patent Office, and the *Journal of Research* of the Bureau of Standards are essential.

<sup>17</sup> *Handbook of chemistry and physics; a ready-reference book of chemical and physical data*. 22d ed. Cleveland, Chemical Rubber Pub. Co., c1937. 2069p. \$6.

<sup>18</sup> *Condensed chemical dictionary*. . . N.Y., Chemical Cat., 1930. 551p. \$10.

## IV. BIOLOGICAL SCIENCES

## BACKGROUND AND MATERIALS

Newer among the natural sciences but possibly more far-reaching in its implications and influence are biology and its various corollaries—botany, zoology, biochemistry. As in the physical sciences, reliance upon serials for reference work is essential.

As the name implies, biology is the science of life. The term was coined in 1802 as a comprehensive designation for the study of living organisms, whether plant or animal. The primary divisions are botany (plant life) and zoology (animal life). The various sub-sciences include cytology, microbiology, bacteriology, embryology, endocrinology, genetics, eugenics, anatomy, morphology, physiology, ecology, entomology, taxonomy, paleontology.

A number of government agencies contribute regularly to the biological sciences. The principal ones include:

1. Carnegie Institution at Washington, Department of Botanical Research
2. Smithsonian Institution, out of which grew the National Museum
3. The following departments and bureaus: Agriculture, Biological Survey, Entomology and Plant Quarantine, Forest Service, Plant Industry

Of the learned societies in the field the following are worth noting especially:

1. American Association for the Advancement of Science, Sections F and G
2. National Association of Audubon Societies
3. Botanical Society of America

It is estimated that more than 50,000 articles annually are reporting biological research in 25 languages.

Of the more famous international journals, *Biological Reviews* of the Cambridge Philosophical Society, and *Scientia*, published in Milan, Italy, in the language of the authors, are worth noting. The latter is a monthly international review of scientific synthesis.

It is difficult to select from the many journals a few of especial



reference value, but perhaps the following will be generally agreed upon:

1. *Biometrika*, a British journal devoted to the statistical study of biological problems
2. *Biological Abstracts*, a cooperative indexing and digesting journal of world literature
3. *Biological Bulletin*, issued by the Marine Biological Laboratory
4. *Botanical Gazette*, quarterly from the University of Chicago
5. *Natural History*, monthly from the American Museum of Natural History
6. *American Naturalist*, edited by Cattell, with special reference to evolution
7. *Teaching Biologist*, issued by the New York Association of Biology Teachers
8. *Nature Magazine*, dealing with conservation
9. *Bird-Lore*, devoted to the study and protection of birds and mammals

#### BIBLIOGRAPHIES

Sections K through O of the *International catalogue of scientific literature* deal successively with paleontology, general biology, botany, zoology, human anatomy. But the significant and accessible bibliographic guide is

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- ⑩ Meisel, Max. *Bibliography of American natural history; the pioneer century*. . . Brooklyn, Premier Pub. Co., 1924-29. 3v. \$20.
- 

Meisel's *Bibliography of American natural history* is much more than just a list, as the work's subtitle informs:

The role played by the scientific societies; scientific journals; natural history museums and botanic gardens; state geological and natural history surveys; federal exploring expeditions in the rise and progress of American botany, geology, mineralogy, paleontology and zoology.

The three volumes comprise: (1) Annotated bibliography of publications published to 1924, which cover the period 1769-1865, with a classified subject and geographic index, and a bibliography

of biographies; (2) Publications relating to institutions significant in the history of American natural history. These institutions include societies, museums, universities and expeditions arranged chronologically by their dates of origin; (3) Continuation of above, 1845-65; Bibliography of items not included in previous volumes; chronological tables of institutional publications; index of authors and naturalists, institutions; appendix; foreign libraries having this bibliography.

#### DICTIONARIES

Henderson's *Dictionary of scientific terms*,<sup>19</sup> limited to biology, botany, zoology, anatomy, cytology, embryology and physiology, cuts across the pure and applied phases of the biological sciences.

Gerth van Wijk's *Dictionary of plant names*<sup>20</sup> is arranged alphabetically by the Latin name under which equivalents are given in English, Dutch, French and German. It aims to include all plants and all varieties ever known.

#### CYCLOPEDIAS

As in the case of the other sciences, no comprehensive cyclopedia exists. The general encyclopedias will prove helpful in all of the sciences. Fulfilling the cyclopedia's functions in some regards, the *Cambridge natural history*<sup>21</sup> and the *Handbooks of Natural history*,<sup>22</sup> issued by the National Geographic Society, are worthy of acquaintance. The former is now somewhat out of date but still considered standard. The latter is a collection of materials published in the *National Geographic Magazine*, each volume in the series being devoted to one subject, namely, Birds,

<sup>19</sup> Henderson, Isabella F. and Henderson, W. D. *Dictionary of scientific terms in biology, botany, zoology, anatomy, cytology, embryology, physiology*. 2d ed. rev. N.Y., Van Nostrand, 1929. 352p. \$7.

<sup>20</sup> Gerth van Wijk, H. L. *Dictionary of plant names*. Pub. by the Dutch Soc. of Sciences at Haarlem. The Hague, Nijhoff, 1911-16. 2v. Fl.50.

<sup>21</sup> *Cambridge natural history*; ed. by S. F. Harmer and A. E. Shipley. N.Y., Macmillan, 1922-27. 10v. illus. \$70.

<sup>22</sup> National Geographic Society. *Handbooks of natural history*. Washington, the Society, 1923-35. 9v. illus. \$1.50-\$4 ea. (Although here described as handbooks, the Society offers them separately as follows: *Book of birds*, 2v.; *Our insect friends and foes and spiders*; *Book of wild flowers*, *Horses of the world*; *Wild animals of North America*; *Cattle of the world*; *Book of dogs*; *Book of fishes*.)

Cattle, Dogs, Fishes, Horses, Wild animals, Wild flowers, and Insects. Each volume has an index, numerous illustrations such as the magazine is famous for, and the articles bearing on the respective subjects. In addition the Society publishes George Shiras' *Hunting wild life with camera and flashlight*.

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- ⑪ Bailey, L. H. *Standard cyclopedia of horticulture*. . . N.Y., Macmillan, 1914-17; (reissue) 1925. 3v. \$25.  
 —and Ethel Z. *Hortus*. . . N.Y., Macmillan, 1930. 652p. \$5.
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The subtitle reads, "a discussion for the amateur, and the professional and commercial grower, of the kinds, characteristics and methods of cultivation of the species of plants grown in the region of the United States and Canada, for ornament, for fancy, for fruit and for vegetables; with keys to the natural families and genera, descriptions of the horticultural capabilities of the states and provinces and dependent islands, and sketches of eminent horticulturists." Illustration with 4,000 engravings, colored plates, and 96 full-page cuts extends the usefulness of the text. The supplementary volume, *Hortus*, is "a concise dictionary of gardening, general horticulture, and cultivated plants in North America."

#### YEARBOOKS AND DIRECTORIES

The *Naturalists' directory*<sup>23</sup> is a list of professional and amateur naturalists in America, giving their residence and special fields of study. A more specialized list is the *International address book of botanists*,<sup>24</sup> which includes in addition to individuals, scientific institutions, societies and universities interested in the study of botany.

<sup>23</sup> *Naturalists' directory, containing names, addresses and special subjects of study of professional and amateur naturalists of North and South America*. Salem, Mass., Samuel E. Cassino, 1938. 230p. \$3.

<sup>24</sup> *International address book of botanists; being a directory of individuals and scientific institutions, universities, societies, etc., in all parts of the world interested in the study of botany*; prepared in accordance with a resolution passed at the Fifth International Botanical Congress, Cambridge, 1930. London, pub. for the Bentham trustees by Bailliere, 1931. 605p. 12s. 6d.

## REPRESENTATIONS

Flowers, trees, birds, animals are represented in various reference books of this type. Homer D. House's *Wild flowers*<sup>25</sup> performs the duties of dictionary and representation with its careful definitions and fine colored plates. Flowers are arranged by species. An index of plant names and a list of illustrations follow the body of the work.

The U. S. Forest Service's *Forest atlas* will, when completed, show the distribution of all North American trees. At present, part one contains 36 maps showing the distribution of that many species of pines.

Ridgway's *Birds of North and Middle America*<sup>26</sup> has been the standard. Its subtitle reads, "A descriptive catalogue of the higher groups, genera, species, and sub-species of birds known to occur in North America, from the Arctic lands to the Isthmus of Panama, the West Indies and other islands of the Caribbean Sea and the Galapagos Archipelago."

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- ⑫ Bartholomew, J. G. *Atlas of zoögeography*. . . Edinburgh, Bartholomew, 1911. 67p. 36 double maps. 63s.
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Bartholomew's *Atlas of zoogeography*, "a series of maps illustrating the distribution of over 700 families, genera and species of existing animals. . .," is volume five of Bartholomew's *Physical atlas*. It includes about 200 maps, textual information about the groups whose distribution is shown on the plates, and a bibliography of 1,000 titles classified by regions and animals.

Three publishers' series which can contribute effectively to reference in the biological sciences are *Putnam's nature field books*, consisting of about twenty titles priced at \$3.50 each; the *New nature library*, issued by Doubleday, the ten titles varying in price; and E. T. Seton's *Lives of game animals*, also issued by Doubleday in four volumes, at \$25 each.

<sup>25</sup> House, H. D. *Wild flowers*. N.Y., Macmillan, 1936. 340p. text, 22p. index, 364 color pl., halftones, 20 line drawings; Imperial ed. \$3.95.

<sup>26</sup> Ridgway, Robert. *The birds of North and Middle America*. . . Washington, Govt. Print. Off., 1910-19. v.1-8. (U. S. National Museum. Bulletin 50) o.p.



## READINGS

- BOYD, T. A. *Research: the pathfinder of science and industry.* N.Y., Appleton-Century, 1935. 319p.
- BURLINGAME, MARK. *March of the iron men.* N.Y., Scribner, 1938. 500p.
- CRESSY, EDWARD. *Discoveries and inventions of the twentieth century.* N.Y., Dutton, 1934. 476p.
- DIETZ, DAVID. *The story of science.* N.Y., Sears, c1931. 387p.
- EDDINGTON, A. S. *Nature of the physical world.* N.Y., Macmillan, 1929. 361p.
- *New pathways in science.* N.Y., Macmillan, 1935. 333p.
- HOLMES, H. N. *Out of the test tube.* N.Y., Emerson, 1937. 301p. \$3.
- JEANS, SIR JAMES. *The new background of science.* N.Y., Macmillan, 1933. 301p.
- JONES, H. S. *Worlds without end.* N.Y., Macmillan, 1935. 329p.
- LEE, R. E. *The backgrounds and foundations of modern science.* Baltimore, Williams & Wilkins, 1935. 536p. (Especially Chapter XIII, *The Classification of the Sciences*)
- MALISOFF, W. M. *Meet the sciences.* Baltimore, Williams & Wilkins, 1932.
- MUMFORD, LEWIS. *Technics and civilization.* N.Y., Harcourt, c1934. 495p.
- NEWMAN, H. H., ed. *The nature of the world and of man.* Univ. of Chicago Pr., c1926-1927. 562p.
- RUSSELL, BERTRAND. *Introduction to mathematical philosophy.* N.Y., Macmillan, 1919. 208p.
- *The scientific outlook.* N.Y., Norton, 1931. 277p.
- SULLIVAN, J. W. N. *Science: a new outline.* N.Y., Nelson, 1935. 282p.
- THOMSON, J. A. *Modern science.* N.Y., Putnam, 1930. 370p.
- WYER, J. I. *Reference Methods in . . . Chemistry.* (In his *Reference work.* Chicago, A.L.A., 1930. p.141-56)

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# Applied Science

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## I. INTRODUCTION

Application and utilization of abstract principles discovered by pure science constitute applied science. In this chapter four applied sciences are considered briefly: technology, medicine and health, agriculture and home economics. Because reference work in these specialized fields is more frequently of a popular nature in the general library, no attempt is made to present anything like the reference collection that one would ordinarily expect to find in a technical, medical, agricultural or home economics library. On the contrary, only such tools as the small public, college or school library would find useful are emphasized.

## II. TECHNOLOGY

This term as used to designate libraries or departments of libraries refers to collections of materials related chiefly to engineering. The divisions of engineering recognized by Dewey are mechanical, mining, military and naval engineering, bridges, roofs, railroads and road, canal, river, sanitary. In addition, chemical technology is included further on, and various aspects of the building trades fall under this term. It is apparent that the heading "technology" as used in library catalogs is still quite loosely and generously applied. Here the term is used as employed by schools of technology which chiefly train engineers, and includes aeronautics, radio, television, air conditioning and such other developments as involve technical applications chiefly of the physical sciences.

## REFERENCE BOOKS

The principal current bibliographic tool is

- 
- ① Industrial Arts Index, 1913- ; Subject Index to a Selected List of Engineering, Trade and Business Periodicals, Books and Pamphlets. N.Y., Wilson, 1913- . Service basis.
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It is published monthly and cumulated. Indexed are some 229 engineering, trade and business periodicals, and listed are about 3,000 books and pamphlets each year. The arrangement is like that of other Wilson indexes. The *Engineering Index* is a specialized subject index to over 2,000 periodicals in 21 languages.

There are other general and special bibliographic tools in the field of technology. Since 1935 the Special Libraries Association has issued the *Technical Book Review index*, released in a different form previously by the Carnegie Library of Pittsburgh, from 1917 to 1929. It supplements the *Book Review Digest* by indexing many review sources not touched by the latter. *How to find metallurgical information*, by Richard Rimbach,<sup>1</sup> is a good specialized bibliographic guide. There are in addition, for aviation Paul Brockett's *Bibliography of aviation* and the supplements, issued by the U.S. National Advisory Committee for Aeronautics.

The most useful general dictionary is *Schlomann*, already referred to. There are, in addition, a dictionary for aeronautics<sup>2</sup> and one for radio.<sup>3</sup>

No single cyclopedia for engineering stands out for general library use, but Hutchinson's will be found helpful. There is, however, a radio cyclopedia<sup>4</sup> which is also useful for related fields as enumerated in the subtitle.

<sup>1</sup> Rimbach, Richard. *How to find metallurgical information*. Philadelphia, the Author, 1936. 32p. \$1.

<sup>2</sup> U.S. National Advisory Committee for Aeronautics. *Nomenclature for aeronautics*. Washington, Govt. Print. Off., 1937. 37p. (Technical report, 474) 20c.

<sup>3</sup> Manly, H. P. *Radio and electronic dictionary* . . . Chicago, F. J. Drake, c1931. 300p. \$2.50.

<sup>4</sup> ——— *Drake's cyclopedia of radio and electronics; a practical reference work; radio transmission and reception, sound pictures, public address, photocells, television*. Chicago, F. J. Drake, c1937. 1018p. \$5.

The handbook is an especially popular type of reference book in technology. For civil engineering Merriman's,<sup>5</sup> for electrical, Abbott's,<sup>6</sup> for mechanical, Kent's,<sup>7</sup> and for structural, Hool and Johnson's<sup>8</sup> are representative. *Sweet's engineering catalogues*, "a file of manufacturers' catalogues. . ." does for supplies and equipment what the *Publishers' trade list annual* does for books. Engineering formulas, tables, standards, etc., for all branches of engineering are included in Eshbach's *Handbook*.<sup>9</sup>

The following additional handbooks contribute to important phases of technology. For automobiles, *Dyke's encyclopedia*;<sup>10</sup> for metals and welding, the *Metals handbook*<sup>11</sup> and the *Welding encyclopedia*;<sup>12</sup> for ventilating, heating, refrigeration and air conditioning, the *Heating, ventilating, air conditioning guide*<sup>13</sup> and the *Refrigerating data book*.<sup>14</sup> *Henley's twentieth century book of formulas*, described in an earlier chapter, must also be remembered in connection with technological reference questions.

### III. MEDICINE AND HEALTH

Though few libraries are equipped with a good medical collection, many are well stocked with materials that contribute to health education. The public now as never before is aroused by the problem of socialized and preventive medicine and the reflec-

<sup>5</sup> Merriman, Mansfield. *American civil engineers' handbook* . . . N.Y., Wiley, 1930. 2263p. \$8.

<sup>6</sup> Abbott, A. L. *National electrical code handbook*. 4th ed. N.Y., McGraw, 1937. 561p. \$3.

<sup>7</sup> Kent, William. *Kent's mechanical engineers' handbook*. 11th ed. . . N.Y., Wiley, 1936. 2v. \$10.

<sup>8</sup> Hool, G. A. and Johnson, N. C. *Handbook of building construction* . . . 2d ed. N. Y., McGraw, 1929. 2v. \$10.

<sup>9</sup> Eshbach, O. W. *Handbook of engineering fundamentals*. N.Y., Wiley, 1936. 1098p. \$5.

<sup>10</sup> Dyke, A. L. *Dyke's automobile and gasoline engine encyclopedia*. 18th ed. Chicago, Goodheart-Willcox, 1937. 1242p. \$6.

<sup>11</sup> American Society for Metals. *Metals handbook*. 2d ed. N.Y., the Society, 1938. (In press)

<sup>12</sup> Mackenzie, L. B. *Welding encyclopedia*. 9th ed. N. Y., Welding Engineer Pub. Co., 1938. 638p. \$5.

<sup>13</sup> American Society of Heating and Ventilating Engineers. *Heating, ventilating, air conditioning guide*, 1938. N.Y., the Society, 1938. 1268p. \$5.

<sup>14</sup> American Society of Refrigerating Engineers. *Refrigerating data book*, 1937-1938. 3d ed. N.Y., the Society, 1938. 642p. \$4.



tion on reference work is certain to be noticeable during the next few years. Consequently general as well as medical reference service will entail increasing background and material preparedness on the part of reference departments.

The field as it concerns the reference librarian divides readily into three parts: physiology, hygiene and medicine. Among the problems that will be brought forward again and again these should be mentioned: preventive medicine, socialized medicine, control of tuberculosis, war on venereal diseases, cancer control, war on narcotics, prenatal care and baby clinics, reform of institutions for the insane, safety campaigns in industry and transportation, hot and cold treatments of diseases, health in advertising.

Some of the principal societies and their publications are:

1. American Medical Association, founded in 1847. It publishes a weekly *Journal* with a circulation of nearly 100,000, for the profession. It publishes also a popular magazine, *Hygeia*.
2. American Academy of Medicine, founded 1876. It is interested in sociological problems and publishes the *Journal of Sociologic Medicine*.
3. American Public Health Association, founded 1872. Issues the *Journal of Public Health* and the *Nation's Health*.
4. Rockefeller Institute for Medical Research, founded 1901. It is in charge of the *Journal of Experimental Medicine*.

There are other serial publications. The *Parents' magazine*, issued by the Parents' Institute and sponsored by the National Council of Parents and Teachers, contains material on health. From the government come many important publications, not the least of which are the *Public Health Reports* from the Treasury Department. Then there are the Red Cross, the Metropolitan Life Insurance Company and the Boy Scouts of America as sources for health serials.

#### BIBLIOGRAPHIES

The two research tools are the U.S. Surgeon-General's Office's *Index catalogue of the library*, retrospective, and the *Quarterly*

*Cumulative Index Medicus*, current. A popular list of materials is the *Bibliography in health education for schools and colleges*.<sup>15</sup>

#### DICTIONARIES

There are three good medical dictionaries found generally in libraries, *Dorland*,<sup>16</sup> *Gould* and *Stedman*. Of these three *Dorland* is suggested most frequently by book selection aids. All three are priced the same, \$7, are revised on the average biennially, and are published respectively by Saunders, Blakiston, and Williams & Wilkins.

In a sense the following standard work is a dictionary of pharmacy:

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- ② *Pharmacopoeia of the United States of America*. 11th decennial rev. . . . By authority of the United States Pharmacopoeial Convention, held at Washington, May 13 and 14, 1930. . . Official from June 1, 1936. Easton, Pa., Mack Print. Co., c1936. 676p. \$5.
- 

It includes the formulas for standard prescriptions and therefore performs the function of a pharmaceutical dictionary as well as handbook.

The *Reference handbook of the medical sciences* is a cyclopedia suitable for a medical library but probably not essential for a general collection. For a list of legally qualified physicians in the United States and its territories, the *American medical directory* is authoritative.

Two handbooks of especial interest are issued by the American Red Cross. The *Textbook on home hygiene and care of the sick* deals with personal, home and community hygiene and includes helpful illustrations of nursing procedures. The *First aid textbook* deals with bandages and bandaging for common injuries,

<sup>15</sup> *Bibliography in health education for schools and colleges*, selected and annotated by M. E. Chayer. N.Y., Putnam, 1936. 100p. \$1.50.

<sup>16</sup> Dorland, W. A. N. *American illustrated medical dictionary*. . . Philadelphia, Saunders, 1935. 1573p. \$7.

and lay treatment of emergencies. *Modern home medical adviser*<sup>17</sup> and *Modern home physician*<sup>18</sup> are also useful.

#### IV. AGRICULTURE

The five general divisions of the subject are (1) Soil and its management, (2) Fundamentals of horticulture, (3) Classes of domestic plants, (4) Livestock and livestock products, and (5) Farm equipment and management.

Little need be added to the general appreciation of the importance of man's cultivation of the soil, his care and use of plants and animals. Without agriculture there would likely be no civilization, and the returning realization of this as evidenced in the back-to-the-farm movement has its implications for reference. For the rural school and its library, or for the agricultural college, these implications have always been apparent. But for the average school, public and college library, the importance of agricultural materials may likely be emphasized in the near future by various rehabilitation movements.

The principal sources of agricultural serial publications are both government agencies and societies. Of first importance is the United States Department of Agriculture, organized in 1889 "To acquire and diffuse among the people of the United States useful information on subjects connected with agriculture in a most general and comprehensive sense of the word, and to procure, propagate, and distribute among the people new and valuable seeds and plants." This purpose has been realized through the administrative and research efforts of a staff of 20,000 workers and at an annual cost of \$178,000 (for the year 1929-30). The various divisions of the Department include Weather, Animal Industry, Dairy Industry, Plant Industry, Forest Service, Chemistry and Soils, Food and Drug Administration, Agricultural Engineering, Biological Survey, Entomology and Plant Quarantine, Soil Conservation Service, Grain Futures Administration, and a library of nearly 200,000 volumes.

<sup>17</sup> Fishbein, Morris, ed. *Modern home medical adviser*. Garden City, N.Y., Garden City, 1937. 905p. \$2.49.

<sup>18</sup> Robinson, Victor, ed. *Modern home physician*. N.Y., Wise, 1934. 728p. \$3.50.

Numerous valuable serial publications like the *Farmers' Bulletin* and the *Agricultural year book* emanate from the Department of Agriculture, as well as the *Experiment Station Record*.

Of the professional organizations, the following are probably among the best reference sources:

1. Association of Official Agricultural Chemists, 1880. It is composed of federal and state officials who enforce the food and drug law and it issues a *Journal*.
2. Association of American Agricultural Colleges and Experiment Stations, 1887. Organized as Association of American Agricultural Colleges and Experiment Stations. In 1919 name was changed to Association of Land-Grant Colleges, and in 1926 to the Association of Land-Grant Colleges and Universities.

Then there are two teachers' organizations:

1. The American Vocational Association, 1925
2. American Association for the Advancement of Agricultural Teaching, 1910

The important serials include, among others, *American Cattle Producer*, *Crops and Markets*, *Hoard's Dairyman*, *Flour and Feed*, *Plant Physiology*, and *Soil Science*.

#### REFERENCE BOOKS

The index to publications of the Department of Agriculture, 1901-25, compiled by Mary E. Bradley and Mabel G. Hunt, becomes somewhat of a retrospective bibliography. For current references, the basic bibliographic tool is:

- ③ Agricultural Index; Subject Index to a Selected List of Agricultural Periodicals and Bulletins, 1916- . N.Y., Wilson, 1916- . Service basis.

An average of 30,000 subject entries for 2,292 issues of over 125 agricultural periodicals are provided by the *Agricultural Index*. The three-year cumulated volumes are supplemented by monthly issues which index in addition to periodicals many agricultural books, bulletins, pamphlets and reports from this and other countries.



Each of the four volumes of Bailey's standard reference work is devoted to one division: v.1, Farms; v.2, Crops; v.3, Animals; v.4, Farm and community; biographies. Articles are signed;

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- ④ Bailey, L. H. *Cyclopedia of American agriculture*; a popular survey of agricultural conditions, practices, and ideals in the United States and Canada. N.Y., Macmillan, 1908-09. 4v. o.p.
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there is an index in each volume. The author's *Standard cyclopedia of horticulture*, previously mentioned, will also be useful.

Even if one did not know Norman Taylor had contributed to *Webster's New international dictionary*, one could assume that from the arrangement and organization of this splendid tool. He

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- ⑤ Taylor, Norman. *The garden dictionary: an encyclopedia of practical horticulture, garden management and landscape design*. . . Boston, Houghton, c1936. 888p. Reprint ed. \$7.50.
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and the 68 contributors have given not only authority and dignity to this work but a certain readability that inevitably results from the advice directed to the authors: "Your article must not be written for the experts, but it must be apparent that it has been written by one."

The *Dictionary* features 502 text illustrations, 21 full-color illustrations, 52 maps, 4403 plant names, 473 cultural and special articles, and a total of 11,292 boldface entry words. Other attractions are the garden calendar, the state articles, each by a member of the staff of the respective experiment station, and an explanation of those Latin plant names that discourage so many from taking an interest in nature.

No amount of praise can possibly do justice to a reference tool so nearly perfect.

The indispensable yearbook is that published by the federal government.

This first appeared as a separate volume as far back as 1894. It usually includes the report of the Department secretary entitled "The year in agriculture." The second part is really an annual encyclopedia of agriculture including a series of signed articles

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- ⑥ U.S. Agriculture Department. Yearbook of agriculture, 1894- . Washington, Govt. Print. Off., 1894- . \$2.
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listed alphabetically by subject and prepared by the different divisions. There are tables, illustrations, biographical briefs and statistics.

For detailed statistics it is well to remember the statistics section of the decennial census, as well as the annual section in the *Statistical abstract*.

## V. HOME ECONOMICS

Perhaps the oldest of all applied sciences or useful arts is that which deals with the management of the home. It has not always been accorded the high rank it deserves because it has so generally been taken for granted by men, but there are increasing signs that as the woman leaves the home the man's respect for the art and science of homemaking is turning to genuine admiration. It is certain that many women who can succeed in medicine, engineering, law or other professions are just as likely to fail in homemaking as vice versa. The recognition by the Census Bureau of "homemakers" as an occupational group is but another of the mounting number of testimonials to the high level of skill, intelligence and appreciations required of workers in that most fundamental of all applied sciences—home economics.

The half-century-old field of home economics, established on a scientific level largely through the efforts of Ellen H. Richards (1842-1911), comprises the following divisions: (1) Foods and cookery; (2) Clothing; (3) Shelter; (4) Household management; and (5) Family and social relationships.

Some of the important problems with which home economics is at present concerned are centered in consumer education, budget

based on income, pure food, and many minor topics such as discovering new dishes, and converting left-overs into edible and attractive courses.

The following are the principal society sources for reference serials:

1. American Dietetics Association, 1918. It includes professionally qualified dieticians employed in hospitals, school cafeterias, etc., and publishes the *Journal of the American Dietetic Association*.
2. American Home Economics Association, 1909. It includes some 12,000 teachers, institution managers, rural home extension workers, home economists in business, research workers. It publishes the *Journal of Home Economics* as well as bulletins and pamphlets.
3. National Education Association. Department of Supervisors and Teachers of Home Economics, 1931. This is primarily a teachers' organization.
4. U.S. Bureau of Home Economics (Department of Agriculture), 1923. It conducts surveys and studies the problems of the home, tests foods and textiles, and makes recommendations.

One of the hopeful movements in the direction of reducing the number of illiterate literates in this country is the consumer education activity under way. Our own professional *Subscription Books Bulletin* is a leading example of an attempt to educate the book-buying public. Perhaps the most unusual attempt in the direction of educating the homemaker who manages the family budgets of America is that under the direction of F. J. Schlinck, known as Consumers' Research, Inc., which issues a general bulletin, available to libraries and other public institutions, and a confidential bulletin, for which only individuals are permitted to subscribe. It is the latter which contains the fireworks because it is a fearless attempt to evaluate common consumer products under their respective trade names. Falsehood and quackery are relentlessly exposed, and trade names worth millions of dollars in themselves are denounced unsparingly. Foods, cosmetics, household appliances, automobiles and even reference books come under "C.R.'s" surveillance. The wide range of products evaluated makes the problem of evaluation extremely difficult since the agency so engaged must equip itself not only with the products

involved but also with the various kinds of testing machinery employed by the manufacturers and special laboratories in each case. For that reason, many of Consumers' Research evaluations have been seriously questioned.

An even more difficult obstacle to overcome is the matter of personal taste. Outright quackery can probably be exposed to the satisfaction of everyone, but when it comes to a product like automobiles any rating is open to serious question. One may for example have been brought up in the horse and buggy days when any horseless carriage was prohibitively expensive and when the appearance of Henry Ford's Model "T," "getting you there" for little money, was a miracle. In that case one might continue to think in terms of that marvel, and all automobiles forever after would be good or bad depending on their resemblance to a Ford.

But with all automobiles now generally "getting there," differences depend entirely upon refinement. More comfort, safety or speed may be demanded. Some people may consider a light car, with many cylinders, a motor that rotates more rapidly than any other, and is capable of passing anything on the road, except a gas station or an oil pump, the epitome of motoring. Another motorist may want gadgets—arm rest, cigarette lighters, knee-action, no-draft ventilation and what not. Whichever the evaluating engineer prefers will receive his A-rating, simply because he has neither the equipment nor the automobiles to make the extensive tests undertaken by car manufacturers on their own grounds.

In spite of these limitations, however, movements in the direction of educating the buying public should be encouraged. Unquestionably waste can be reduced, quality improved, and price bettered through an alert consumer public so that funds, directed at present to provide a social leader with pin money for endorsing a product she doesn't prefer, can be put into improving the product itself.

With these admonitions in mind it is well to look at what are now the two consumer education agencies.

1. Consumers' Research, Inc., Washington, N.J., was organized in 1929 as a cooperative venture. It has now some 60,000 members who receive regularly a "confidential" bulletin which



appraises and evaluates consumer goods both generally and specifically under trade name. It provides technical and scientific information and expert counsel on goods and services bought by the ultimate consumer; seeks to protect the interest of the consumer in all possible ways, and interests itself in the enforcement of federal and state pure food and drug laws. It issues 9 monthly bulletins, 4 of which are general issues available to libraries, and one of which is an annual cumulative buyers' guide. It also issues *Consumers' Digest* monthly.

2. Consumers' Union of the United States was organized in 1936 by striking employees of Consumers' Research. The unfortunate violence which occurred is yet another evidence of the inability of "liberals" to present anything like a united front against those forces which are sweeping away the liberties free men hold sacred. The new organization, of which Arthur Kallet is director, has 80,000 members. It carries on a program comparable to that of Consumers' Research with the additional service of indicating the labor conditions under which the products or services are produced. Its publications include *Consumers Union Reports* and the annual buying guide.

Other less militant consumers' guides are provided by the women's magazines such as *Good Housekeeping*. Additional periodicals are *Food Industries* and *American Cookery*, the latter aimed at the high school level.

#### REFERENCE BOOKS

A basic bibliography is Annie I. Robertson's *Guide to literature of home and family life* (Philadelphia, Lippincott, 1924, o.p.) which is a classified and annotated list of references in home economics.

This is an absorbing tool arranged alphabetically by the food

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- ⑦ Ward, Artemas. Encyclopedia of food; the stories of the foods by which we live, how and where they grow and are marketed, their comparative values, and how best to use and enjoy them. N.Y., Artemas Ward, 1923. 596p. \$10.
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and embellished with numerous illustrations, many in color, of the delicacies of the world. Does one want to know something about that delicate edible, the artichoke, one has only to consult *Ward*.

Of most frequent use is the cookbook. There are several good cookbooks and if this discussion shows partiality to *The Settlement cook book*<sup>19</sup> it is only because the writer has had firsthand experience with some of the dishes that developed from following Mrs. Kander's recipes. Besides, the book is especially well arranged for quick reference, with a splendid thumb index in front. It is also comprehensive for dishes of many lands and has one more entry under "soy bean" than any other cookbook examined. Another good, recent publication is *America's cook book*, compiled by the Home Institute of the *New York Herald Tribune*.<sup>20</sup>

It is important to recall the handbooks considered in Chapter 5, such as *Henley's twentieth century book of formulas*, Emily Post's *Etiquette*, Helen L. Roberts' *Cyclopedia of social usage* and Wilson's *New etiquette*.

#### READINGS

- KYRK, HAZEL. Home economics. (In Encyclopaedia of the social sciences. 1932. v.7, p.427-31)
- PERSON, H. S. Engineering. (In Encyclopaedia of the social sciences. 1931. v.5, p.541-46)
- SCHMIDT, L. B. Agriculture in the United States. (In Encyclopaedia of the social sciences. 1930. v.1, p.585-89)
- TRUE, R. H. Beginnings of agricultural literature in America. A.L.A. Bulletin. May, 1920. v.14, p.186-94.
- WALKER, MAE L. Reference sources in medicine. Special Libraries, May-June, 1936. v.27, p.138-42.

<sup>19</sup> Kander, Mrs. Simon. *The Settlement cook book*. . . 21st ed. enl. and rev. Milwaukee, Settlement Cook Book Co., 1936. 623p. \$2.50.

<sup>20</sup> New York Herald Tribune. *America's cook book*. N.Y., Scribner, 1937. 1021p. \$2.50.

# The Arts

## I. INTRODUCTION

As indicated in the preceding chapter, no clearcut distinction between an art and a science exists. Nor can a sharper division between the useful and fine arts be established. The *Encyclopaedia of the social sciences* has probably done as simple a job as possible in its discussion under "art." The following excerpts summarize some differences:

*Useful arts*: . . . those techniques or technologies which are practical in their results; that is, those which are concerned with the production of necessities, food, shelter, clothing, or such refinements of these or such other goods as the more complex and developed demands of civilized life render necessary. . . .

*Fine arts*: . . . generally distinguished by the fact that they are not primarily valued for their usefulness or practicality, but are immediately enjoyable, the pleasure varying from a merely sensuous delight in the material to a highly intellectual pleasure in the formal pattern. . . . Conventionally used to designate those arts which are concerned with line, color and form (painting, sculpture and architecture), with sound (music) and with the exploitation of words for both their musical and expressive values (poetry and prose).<sup>1</sup>

For the purpose of this chapter the outline of the fine arts found in Bliss' classification scheme<sup>2</sup> is adapted here:

1. Tectonic arts, that is, those sciences or arts by which buildings, vessels and implements are made, including architecture, landscape art, interior decoration and furniture

<sup>1</sup> *Encyclopaedia of the social sciences*. . . N.Y., Macmillan, 1930-35. v.2, p.223-24.

<sup>2</sup> Bliss, H. E. *The organization of knowledge and the system of the sciences*. N.Y., H. Holt, c1929. p.296-98.

2. Plastic arts, that is, those in which modeling is used, such as sculpture, ceramics, numismatics, philately
3. Graphic arts, involving the use of line or strokes on a surface, including painting, mosaic, drawing and design, engraving, typography, photography
4. Textile arts
5. Music
6. Recreative arts

For the treatment of reference materials these six divisions are combined to form three:

1. Visual arts, including the tectonic, plastic, graphic and textile
2. Auditory arts, including music and the theater
3. Recreative arts including dancing, games and sports

## II. VISUAL ARTS

This is a comprehensive division and there are many societies in the field. Europe is especially full of art academies, museums and groups that have in one way or another perpetuated, encouraged and developed the various arts. The French Academie des Beaux Arts, founded in 1795, the Deutsche Kunstlergenossenschaft, the Royal Academy in England and the Royal Scottish Academy are examples.

In the United States the following societies should be mentioned:

1. National Academy of Design, 1828
2. American Institute of Architects, 1857
3. National Institute of Arts and Letters, 1898

There are hundreds of other organizations dealing with special phases of art or restricted to some locality. But of as much interest in art as societies are museums, of which some of the leading ones are:

1. Metropolitan Museum of Art, New York, 1870
2. Museum of Fine Arts, Boston, 1870
3. Art Institute, Chicago, 1879



These print catalogs and guides to their collections which are useful for description of paintings and other art objects. There are also various "Friends of art" groups, art in industry, and civic organizations. The following art education groups should be noted:

1. Federated Council on Art Education, 1924
2. The public school teachers' three associations:
  - a. Eastern Arts Association, 1889
  - b. Western Arts Association, 1893
  - c. Art Teachers Association of Southern California, 1917
3. College Art Association of America, 1912

Fortunately there is a synthesizing agency which does for the various art organizations what the National Research Council does for the science societies, and that art clearing house is called the American Federation of Arts. It publishes the significant *American art annual*.

#### REFERENCE BOOKS

The general tools for most of the arts can be summarized as follows. The Fine arts section of the *Standard catalog* provides a good, selective, retrospective bibliography and the current tool is the Wilson index.

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- ① Art Index, Jan. 1929- ; a Cumulative Author and Subject Index to a Selected List of Fine Arts Periodicals and Museum Bulletins. N.Y., Wilson, 1929- . Service basis.
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Practically every subject in the field of art is included: archeology, architecture, ceramics, decoration and ornament, engraving, graphic arts, landscape architecture, painting and sculpture. A total of 127 magazines and museum publications are indexed, and these have been chosen with the advice of art and library authorities. The arrangement is alphabetic by author and subject and special attention is given to the indexing of all plates and illustrations, including architectural work drawings and designs. Three single quarterly issues, an annual and a three-year cumulation constitute the plan of publication.

Additional bibliographic tools of use are the *List of books for a college art library* and the *Index of Twentieth Century Artists*, both issued by the College Art Association.

Two dictionaries of terms should be recalled. Adeline's *Art dictionary*<sup>3</sup> and Kaltenbach's *Dictionary of pronunciation of artists' names*.<sup>4</sup> The first one is illustrated and extensive in scope, dealing with terms in most of the fine arts. A dictionary dealing with the pronunciation of artists' names difficult to pronounce and including data about their schools and dates was published by the Art Institute in connection with the World's Fair.

It is safe to say that if one book were to be selected for art reference above all others that would be:

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- ② Reinach, Salomon. *Apollo; an illustrated manual of the history of art throughout the ages*; from the French, by Florence Simonds; with 600 illus. N.Y., Scribner, c1935. 378p. \$2.
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Reinach's *Apollo* provides the ready answer to two types of factual questions frequently asked in art: "Where can I find a certain masterpiece? Who was the painter of a certain masterpiece?" Through its good index the answers to such questions are readily located.

An American textbook history is Helen Gardner's *Art through the ages*<sup>5</sup> which can be used effectively as a supplementary cyclopedia. It includes extensive bibliographies at the end of each chapter as well as a general bibliography, a glossary of technical terms, and an index of terms and names with pronunciations.

The *American art annual*,<sup>6</sup> published by the American Federation of Arts, is a record of progress in the arts and includes in addition to an article on "The Year in Art," a directory of art

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<sup>3</sup> Adeline, Jules. *Art dictionary*; tr. from the French and enl. N.Y., Appleton, 1910. 422p. \$3.50.

<sup>4</sup> Kaltenbach, G. E. *Dictionary of pronunciation of artists' names with their schools and dates*. 2d ed. . . Chicago, Art Institute, 1938. 80p. \$1.25.

<sup>5</sup> Gardner, Helen. *Art through the ages; an introduction to its history and significance*. rev. ed. N.Y., Harcourt, 1936. 795p. \$4.

<sup>6</sup> *American art annual, 1898- .* Washington, Amer. Fed. of Arts, 1899- . \$7.

organizations, schools, magazines, fellowships and scholarships, and paintings sold at auction for \$200 or more. A comparable work for the British Empire, covering painting, sculpture, engraving and architecture, is called the *Year's Art*.<sup>7</sup>

For current biographical information *Who's who in American art*,<sup>8</sup> now published biennially by the American Federation of Arts, provides in volume 2 (1938/39) biographical sketches of over 10,000 artists—painters, sculptors, illustrators, cartoonists, graphic artists, craftsmen, critics and lecturers on art. Classified and geographical indexes as well as necrology complete the contents.

Artists of the past as well as of the present can be found in *Mallett's index of artists*.<sup>9</sup>

In addition to the societies and museums mentioned as sources for art serials there are at least four art magazines subscribed to by most general libraries: the *Magazine of Art*, the *Art Digest*, *Arts and Decoration*, *School Arts Magazine*.<sup>10</sup>

Representations in the visual arts take the form of reproductions of masterpieces. Two examples are here cited:

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- ③ *Ars una*; species mille. General history of art. N.Y., Scribner, 1909-28. 7v. in 8. \$2.50 to \$3.50 per v.
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*Ars una*, a series of volumes, each of which is devoted to the art in one nation, features about 600 illustrations to each volume. Similarly *University prints*,<sup>11</sup> assembled in loose-leaf form, about 500 to a volume, devotes each series to the art of one country.

<sup>7</sup> *Year's art, 1880-*; a concise epitome of all matters relating to the arts of painting, sculpture, engraving, and architecture, which have occurred during the year together with information respecting the events of the year. London, Hutchinson, 1880-. 21s.

<sup>8</sup> *Who's who in American art, 1936/37-*; ed. by Alice Coe McGlauffin. Washington, Amer. Fed. of Arts, 1935-. \$8.

<sup>9</sup> Mallett, D. T. *Mallett's index of artists, international—biographical; including painters, sculptors, illustrators, engravers and etchers of the past and the present*. N.Y., Bowker, 1935. 493p. \$12.

<sup>10</sup> Other titles useful for art reference are *American Journal of Archaeology*, *Architectural Record*, *Art Bulletin*, *Connoisseur*, *Design*, *London Studio*, *Metropolitan Museum of Art Bulletin*, *Parnassus* and *Pencil Points*.

<sup>11</sup> *University prints*. Series A-H, K-M. Boston, University Prints, 1916. \$5 per bound v.

## SPECIAL SUBJECT TOOLS

Following approximately the classification suggested at the beginning of the chapter, reference tools for the various visual arts are listed.

*Architecture.* The two library catalogs, those of the Avery Architectural Library, Columbia University, and of the Boston Public Library, constitute a good basic bibliography. Sturgis' *Dictionary of architecture*,<sup>12</sup> now out-of-print, is the only special tool and is really a cyclopedia. There is, in German, Günther Wasmuth's *Lexikon der baukunst* (Berlin, Wasmuth, 1929-32. 4v.), which apparently has information about architects not found elsewhere, and Thieme, Ulrich, and Becker, Felix, *Allgemeines lexikon der bildenden künstler von der antike bis zur gegenwart*. . . Leipzig, Seemann, 1911- . 31v. to date. M60 each v.

*Painting.* Two cyclopedias commonly found in libraries are Bryan's *dictionary of painters and engravers*<sup>13</sup> and Champlin and Perkins' *Cyclopedia of painters and painting*.<sup>14</sup>

*Ceramics.* The subject of pottery is frequently found in books dealing with antiques and collections of other pieces of art. Such a volume as Litchfield's *Pottery and porcelain*<sup>15</sup> might well serve as a reference book. There is the American Ceramic Society which issues *Ceramic Abstracts* in connection with its *Journal*. Chaffers' *Marks and monograms*<sup>16</sup> is most helpful in identifying individual pieces.

*Furniture.* The Grand Rapids Public Library, located in the city where good furniture is made, issued in 1928 an annotated

<sup>12</sup> Sturgis, Russell. *Dictionary of architecture and building, biographical, historical, and descriptive*. N.Y., Macmillan, 1901. 3v. o.p.

<sup>13</sup> Bryan, Michael. *Bryan's dictionary of painters and engravers*. . . N.Y., Macmillan, 1903-05. 5v. o.p.

<sup>14</sup> Champlin, J. D. and Perkins, C. C. *Cyclopedia of painters and painting*. new ed. N.Y., Empire State Bank Co., 1927. 4v. \$25.

<sup>15</sup> Litchfield, Frederick. *Pottery and porcelain; a guide to collectors*; 4th ed. . . containing seventy-two full-page pl.—eight of them in colour—also numerous illus. in the text including the marks and monograms of all the important makers. N.Y., Macmillan, 1925. 464p. o.p.

<sup>16</sup> Chaffers, William. *Marks and monograms on European and oriental pottery and porcelain*; ed. by Frederick Litchfield. . . 14th ed. London, Reeves, 1931. 1095p. 50s. 6d.



list of books on furniture. (Grand Rapids, Mich., The Library, 1927. 142p. \$1.50.) What amounts to a cyclopedia of the subject is Johnson and Sironen's *Manual of the furniture arts and crafts*.<sup>17</sup>

*Numismatics and Philately*. The collecting of coins and stamps is no less an evidence of esthetic judgment than the gathering of other antiques. There are two handbooks issued by the Scott Stamp and Coin Company (now Scott Publications, Inc.) that are useful to every coin and stamp collector. New editions are published annually.

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- ④ Raymond, Wayte. Standard catalogue of United States coins and currency from 1652 to present day, 1935- . N.Y., Scott Stamp and Coin Co., c1934- . \$2.50.
  - ⑤ Scott Publications, Inc. Standard postage stamp catalogue, 1939; ed. by Hugh M. Clark and Theresa M. Clark. N.Y., Scott Publications, Inc., 1938. 1353p. \$3.
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*Photography*. Wall's *Dictionary of photography* is a standard reference work on processes and procedures, dealing with both the technical and pictorial sides of this growing art.<sup>18</sup> The *American annual of photography*<sup>19</sup> includes not only articles dealing with methods, but many actual photos, a who's who in pictorial photography, a list of societies and an American annual formulary.

*Motion Pictures*. For the technical aspects such a handbook as Shannon's *Movie making made easy*<sup>20</sup> can be used. Evaluations of current motion pictures are provided by a new tool which is issued weekly, with frequent cumulations.

<sup>17</sup> Johnson, A. P. and Sironen, M. K. *Manual of the furniture arts and crafts*; ed. by W. J. Etten. Grand Rapids, Mich., A. P. Johnson Co., 1928. 899p. \$5.50.

<sup>18</sup> Wall, E. J. *Dictionary of photography, and reference book for amateur and professional photographers*; ed. and largely rewritten by F. J. Mortimer. 14th ed. Boston, Amer. Photographic Pub. Co., 1936. 636p. \$2.50.

<sup>19</sup> *American annual of photography, 1887- .* Boston, Amer. Photographic Pub. Co., 1886- . \$2.25.

<sup>20</sup> Shannon, W. J. *Movie making made easy; a handbook for the amateur movie maker who would make the best use of his equipment*; with 36 illus. Nutley, N.J., Moorfield & Shannon, c1934. 219p. \$2.

The H. W. Wilson Company launched the *Motion Picture Review Digest* in January of 1936. Its aim is to enable librarians to provide the same type of information about movies that is provided for books through the *Book Review Digest*. Reviews are entered alphabetically by title of the film, each entry containing full information about the picture, including date of release, running time, producer, leading players and author of

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- ⑥ Motion Picture Review Digest. N.Y., Wilson, 1936- .  
Service basis.
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books, plays and short stories from which films are made, whenever such information is available. The descriptive note of the film is followed by review digests selected from about 40 leading periodicals and newspapers. Each issue has also an index of leading actors and actresses, directors, books, plays and short stories related to motion pictures.

*Costume.* The *Costume index*, mentioned in an earlier chapter, will act as a basic bibliographic tool. Along with it will be needed some of the books indexed. Two important reference tools are Planché's *Cyclopaedia of costume*<sup>21</sup> and Racinet's *Le costume historique*.<sup>22</sup>

### III. AUDITORY ARTS

Most often referred to as the *five* fine arts are architecture, sculpture, painting, literature and music. Of these, more than any other art, music has been termed the highest of them all—man's nearest approach to reality. Under the heading Auditory arts it is proposed to include also the theater and to examine basic reference books of value to both arts.

Music as a study outlines, according to Dewey, into theory and technic, dramatic or theater music, sacred, vocal, instrumental music. Comparable divisions are found in the Library of Congress schedule with major heads for literature, philosophy, physics, history and criticism.

<sup>21</sup> Planché, J. R. *Cyclopaedia of costume; or dictionary of dress*. London, Chatto, 1876-79. 2v. o.p.

<sup>22</sup> Racinet, Auguste. *Le costume historique*. Paris, Firmin-Didot, 1888. 6v. o.p.

The following societies are possible sources for reference materials in music:

1. American Academy of Teachers of Singing, 1922
2. American Bandmasters Association
3. Associated Glee Clubs of America, 1924
4. League of Composers, 1923
5. Music Teachers National Association, 1876
6. Music Educators' National Conference, 1907
7. National Federation of Music Clubs, 1896
8. Philharmonic Society of New York, 1842

The following periodicals are of most frequent assistance in music reference work:

1. *Etude*. Especially for its scores of music suitable for home, children, etc.
2. *Music Clubs Magazine*. Official organ of National Federation of Music Clubs
3. *Music Educators Journal*. Official organ of Music Educators National Conference
4. *Musical America*. Record of professional activities
5. *Musical Courier*. "A musical newspaper"
6. *Musical Digest*. Edited by Pierre Key, summarizes events of interest to musicians.
7. *Musical Quarterly*. Research journal
8. *Musician*. Devoted to educational interests of music
9. *School Music*. Exclusively devoted to interests of public school music teachers
10. *School Musician*. Official organ of band and orchestra associations

#### REFERENCE BOOKS

There are two song indexes of significant bibliographic value.

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- ⑦ Sears, Minnie E. and Crawford, Phyllis. Song index. N.Y., Wilson, 1926. 650p. Service basis.  
 —Supplement. N.Y., Wilson, 1934. 367p. Service basis.
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Together the two volumes of the *Song index* present 19,000 songs from 281 collections in one alphabet by title, name of com-

poser, author of words, and first lines. All translations and variants are listed also, with reference to the original title.

The *Children's song index*<sup>23</sup> indexes more than 22,000 songs in 189 collections.

For musical terminology one of the music cyclopedias or the following can be used:

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- ⑧ Parkhurst, Winthrop and De Bekker, L. J. Encyclopedia of music and musicians. N.Y., Crown Pubs., 1937. 688p. \$2.75.
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The standard cyclopedia for years has been:

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- ⑨ Grove, Sir George. Grove's dictionary of music and musicians. N.Y., Macmillan, 1935. 5v. \$12.  
 —American supplement, being the sixth volume of the complete work. N.Y., Macmillan, 1935. 438p. \$6; \$18 for 6v. ed.
- 

It contains in one alphabet articles on topics relating to the history, theory, terminology and practice of music, as well as scholarly biographical sketches of composers and virtuosi. The sixth volume, edited by Waldo Pratt, provides a survey of the history of music in America.

Shortly after 1920 it was proposed by the publishers of *Grove's dictionary* to prepare a one-volume abridgment of the six. The task was assigned to Waldo Pratt, but after a preliminary survey the original proposal was abandoned in favor of a new work, especially suitable for small libraries that cannot afford the larger *Grove*.

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- ⑩ Pratt, W. S. New encyclopedia of music and musicians. N.Y., Macmillan, 1929. 969p. \$3.50.
- 

It is divided into three parts: (1) terminology, (2) biographies, (3) institutions and organizations. There are three

<sup>23</sup> Cushing, Helen G. *Children's song index*. N.Y., Wilson, 1936. 792p. Service basis.



appendixes: (a) bibliographies, (b) supplementary brief biographies, (c) list of operas and oratorios since 1900, with date of first presentation. About 7,500 musicians who have been active in the last two centuries are treated in the main part of the work and about 1,000 others before the year 1700 are listed in the appendix.

Two new music cyclopedias are announced at this writing: *Macmillan's* and the *International*, to be issued by Dodd, Mead and Company.

*Pierre Key's music year book*<sup>24</sup> contains a wealth of information about music and musicians, clubs, organizations, opera companies, conservatories, societies, festivals, premieres, library music reports, critics, music press, professional artist directory, and personnel of major orchestras.

In addition to the biographical information provided by the foregoing tools, two useful volumes are especially devoted to lives of composers:

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- ⑪ Ewen, David. *Composers of today*. . . 2d ed. N.Y., Wilson, 1936. 332p. \$4.50.

——— *Composers of yesterday*. N.Y., Wilson, 1937. 488p. \$5.

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In these two volumes there are biographical and critical sketches of the 200 foremost modern composers of all nations and 241 biographies, with bibliography and portraits, of the famous composers of all times.

A type of handbook needed for a common musical question relates to opera plots. Two among the many now in print are selected here for citation.

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- ⑫ Martens, F. H. *A thousand and one nights of opera*. N.Y., Appleton, 1926. 487p. \$3.75.
- 

There are over 1,500 operas and ballets treated in *Martens*. The arrangement is historical with indexes of titles and of com-

<sup>24</sup> *Pierre Key's music year book; the standard music annual, 1925/26-* . N.Y., Pierre Key, Inc., 1925- . \$3.

posers. A less expensive handbook is the *Victrola book of the opera*.<sup>25</sup>

*Theater*. The important bibliographic tool is:

- 
- ⑬ Baker, Blanch M. Dramatic bibliography; an annotated list of books on the history and criticism of the drama and stage and on the allied arts of the theatre. N.Y., Wilson, 1933. 320p. Service basis.
- 

It includes: I, Drama and theatre; II, Production and stagecraft; III, Pageantry, religious drama, entertainment; IV, Anthologies, bibliographies, directories. Author and analytical subject indexes are also provided.

Two periodicals, *Theatre Arts Monthly* and *Stage*, in addition to general periodicals, feature reviews and dramatic criticism useful for current reference. There is a biographical directory, Parker's *Who's who in the theatre*.<sup>26</sup>

#### IV. RECREATORY ARTS

The reference possibilities of sports have never been realized chiefly because of the inadequacy of existing reference collections and possibly also because of a lack of interest among librarians. Outside of the *World almanac* and the daily newspapers there is very little in the average general library to contribute to the answering of such questions as the following: "What is the greatest number of home runs hit in one major league ball game? Who was world's heavyweight champion in the interim between Jim Jeffries' retirement and Jack Johnson's ascendancy to the throne? Where did the lateral pass originate? Whose pitching record was better, Walter Johnson's or Christy Mathewson's? What nation has had possession of the Davis cup longest? Has any scholastic basketball team ever won as many as one hundred consecutive games?"

<sup>25</sup> Rous, S. H. *Victrola book of the opera; stories of the operas; with illus. and descriptions of Victor opera records*. Camden, N.J., RCA Victor Co., 1936. 526p. \$2.

<sup>26</sup> Parker, John. *Who's who in the theatre; a biographical record of the contemporary stage*. 8th ed. rev. and enl. London, Pitman, 1937. 2012p. \$8.50.

These questions are not asked as often as they would be if the youngsters from elementary school through college age had any idea they could be answered in a library. But these questions are asked, debated and answered daily on playgrounds and street corners, in recreation rooms and on the very threshold of the library by baseball, boxing and football fans, whose number is vouched for by the gate receipts at any of the matches held regularly throughout the year.

For games the following two books are standard:

- 
- ⑭ Foster, R. F. Foster's complete Hoyle; an encyclopedia of games . . . with revs. of the laws of auction bridge, including all indoor games played today, with suggestions for good play, illustrative hands and all official laws to date. N.Y., Stokes, c1937. 677p. \$3.
- 

"According to Hoyle" is a phrase now used in more walks of life than indoor sports. The phrase refers to this standard reference work on games which for the most part do not require physical exertion.

The authority for outdoor and some indoor games is:

- 
- ⑮ Bancroft, J. H. Games; rev. and enl. ed. of Games for the playground, home, school and gymnasium. N.Y., Macmillan, 1937. 685p. \$3.
- 

This new edition brings up to date the rules and regulations not fully revised since the previous edition of 1909. It is classified in arrangement with a useful graded index. Indoor and outdoor games, except cards, are included.

Two annuals of especial value for records in sports are *Spalding's official athletic almanac*<sup>27</sup> and Menke's *All sports record book*.<sup>28</sup>

<sup>27</sup> *Spalding's official athletic almanac, 1893-* . N.Y., Amer. Sports Pub. Co., 1938. 103p. 25c.

<sup>28</sup> Menke, F. G. *All sports record book, 1936*. N.Y., All Sports Record Book, Inc., 1936. \$1.

## READINGS

- WALLACE, RUTH. Care and treatment of music in a library. . . Chicago, A.L.A., 1927. 76p. (Committee on Cataloging. Contribution no.1)
- What do they ask for in the art department? The Library [Newark, N.J.], 1930. v.3, p.121.
- WYER, J. I. Reference methods . . . in fine arts. (In his Reference work. Chicago, A.L.A., 1930. p.157-67)



# Literature

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## I. INTRODUCTION

Reference work in literature requires a fund of information but, as a tradition, librarians usually have a workable store of knowledge if for no other reason than that library schools have been prescribing literature as the best preparation for library work. Literature can also be looked upon as the librarian's own field. Since the background that would ordinarily be suited for this section is the content of book selection courses, no attempt will here be made to summarize the history of the world's great literature. Needless to say, however, an acquaintance with the lives and works of the great writers of the United States, England, France, Germany, Russia, Italy and the Scandinavian countries will prove a great help in reference work. Any information test such as those given to students for admission to some library schools will prove helpful in preparing for literature reference work. A course in comparative literature is especially recommended.

The reference librarian would do well, for background, to acquaint himself with the spelling and pronunciation of the 10 greatest writers and 20 most famous writings in the national literatures of France, Germany, Italy, Russia, Scandinavia and Spain. Such names as Dostoyevsky, Gogol, Pushkin, Tolstoy, Turgeniev—names which Russians and all lovers of really great literature conjure with—should suggest immediately the titles for which these names are known. There are a certain number of epics, classics and books "known to everyone" that when pronounced even indistinctly by the inquirer should instantly arouse the reference worker to action.

## II. REFERENCE BOOKS

## BIBLIOGRAPHIES

Grouping bibliographies and indexes together, there are three types of bibliographic tools of use in literature reference. The popular type is illustrated by the selection aids for popular libraries and by the various reading lists. There are eclectic bibliographies of especial use in advising readers about books for recreation or semi-research reading. Of the selection aids the *Standard catalog: literature and philology* is the important reference tool. About 1,800 titles are listed and annotated, and about 300 are analyzed in the analytic index. Selection is limited to works in English, including translations.

Bessie Graham's *Bookman's manual*,<sup>1</sup> now in its fourth edition, is an excellent guide to the important books in most fields. A striking omission is the social sciences. Originally intended as an aid to book salesmanship, the *Bookman's manual* has been a fundamental source for many librarians' knowledge of books.

The second type of bibliography is intended to aid the specialist rather than the general reader. Basic is Northup's *Register of bibliographies*,<sup>2</sup> which is divided into two lists, one general and the other on individual authors and topics. The sections on Elizabethan authors and drama were done by J. Q. Adams, and the introduction and bibliographic form were supplied by Librarian Andrew Keogh of Yale. Two supplementary tools are A. G. Kennedy's *Bibliography of writings on the English language from the beginnings of printing to the end of 1922*, and Tom Peete Cross's *List of books and articles, chiefly bibliographical, designed to serve as an introduction to the bibliography and methods of English literary history*. Both of these are classified lists, the first being a Harvard and the second a University of Chicago publication. Cross includes 427 bibliographies which concern the student

<sup>1</sup> Graham, Bessie. *Bookman's manual; a guide to literature*; 4th ed. rev. and enl. N.Y., Bowker, 1935. 715p. \$5.

<sup>2</sup> Northup, C. S. *Register of bibliographies of the English language and literature* . . . New Haven, Yale Univ., 1925. 507p. (Cornell studies in English, 9) o.p. (Rev. ed. announced for Jan. 1, 1939, by Cornell Pr.)

of English and therefore provides an excellent introductory manual.

Nathan van Patten's *Index to bibliographies*<sup>3</sup> supplements the tools mentioned, bringing the lists up through 1932. An important annual bibliography is published by the Modern Humanities Research Association.<sup>4</sup> It covers books, periodicals, pamphlets and reviews of both American and English literature, the language section being arranged by subject and the literature section chronologically.

In summary, therefore, of the general bibliographic aids, the *Standard catalog* and the *Bookman's manual* are to be used for readers' advisory service to the general public, and *Northup*, *Kennedy* or *Cross*, supplemented by *van Patten* and the *Annual bibliography*, are to be used for research aid.

#### FORM INDEXES

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- ① Granger, Edith. *Index to poetry and recitations*; being a practical reference manual for the librarian, teacher, bookseller, elocutionist, etc., including over fifty thousand titles. Chicago, McClurg, 1918. 1059p. \$10. (Rev. ed. announced for spring, 1939, by publishers. \$16 net.)  
 —Supplement. Chicago, McClurg, 1929. 519p. \$8.
- 

Special bibliographic tools are mainly indexes to literary forms or lists of readings. Perhaps best known of all these is Granger's *Index to poetry and recitations*, primarily a key to the contents of those anthologies most generally found in libraries. It is arranged as follows: (1) Key to symbols used to identify the volumes indexed; (2) Title index, which is the main alphabetical list of poems, giving poet and collection in which found; (3) Author index, giving titles which must be looked up in title index; (4) First line index, which gives first line, title and author, but not the reference which can be found in the title list; (5)

<sup>3</sup> van Patten, Nathan. *Index to bibliographies and bibliographical contributions relating to the work of American and British authors, 1923-1932*. Stanford, Calif., Stanford Univ., 1934. 324p. \$6.

<sup>4</sup> Modern Humanities Research Association. *Annual bibliography of English language and literature, 1920-*. London, Cambridge Univ. Pr., 1921-. 8s. 6d.

Appendix, divided into two parts, (a) special days and (b) charades, dialogs and drills. A supplement covers the period from 1917-28. The new Granger, now in press, will not entirely replace the older works as it will not pick up entries for out-of-print books.

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- ② Firkins, Ina T. *Index of plays, 1800-1926*. N.Y., Wilson, 1927. 307p. Service basis.  
 ———Supplement. N. Y., Wilson, 1935. 140p. Service basis.
- 

For drama, Firkins' *Index of plays* is the key to 7,872 plays in English, including translations of foreign plays by 2,203 authors. In all, more than 100 collections of plays and 600 volumes by individual authors have been analyzed. Adequate use of this tool requires acquaintance with its two parts: the author index which includes full bibliographic information about each play and a note indicating the kind of play such as comedy, tragedy, etc.; and the title and subject index which refers to the author list.

- 
- ③ Logasa, Hannah and Ver Nooy, Winifred. *Index to one-act plays*. Boston, Faxon, 1924-32. 2v. (Useful ref. ser. 30,46) \$12.
- 

Another helpful tool is Logasa and Ver Nooy's *Index to one-act plays*, which with the supplement includes all such plays in English or translated from 1900 through 1931. Silk and Fanning's *Index to dramatic readings* is still a third bibliographic tool in the drama and poetry.

For fiction, the *Standard catalog: fiction section* is essential. It is a basic list of 2,100 titles, annotated, with author and title entries and a subject index. Baker and Packman's *Guide to the best fiction*<sup>5</sup> is a selected list from the English viewpoint, and Nield's *Guide to the best historical novels and tales*<sup>6</sup> lists fiction that contributes to various periods of history.

<sup>5</sup> Baker, E. A. and Packman, James. *Guide to the best fiction, English and American*, including translations from foreign languages; new and enl. ed. N.Y., Macmillan, 1932. 634p. \$10.50.

<sup>6</sup> Nield, Jonathan. *Guide to the best historical novels and tales*. 5th ed. N.Y., Macmillan, 1929. 424p. \$9.



Performing the same service for short stories that her other work performs for dramas is Firkins' *Index to short stories*, listing the works of nearly two thousand writers, both foreign and English, and the collections in which these stories are available. The list is arranged alphabetically by authors and titles, with cross references from the latter to the former. As a reference tool this

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- ④ Firkins, Ina T. *Index to short stories*. 2d ed. enl. N.Y., Wilson, 1923-29. 537p. Service basis.  
 —Supplements, 1929- . N.Y., Wilson, 1929- . 287p. Service basis.
- 

last feature is valuable in answering the frequently asked questions of authorship for certain short stories. The supplement brings this indexing up to 1929.

Two other bibliographic tools in fiction frequently useful are Aldred's *Sequel stories*,<sup>7</sup> which answers the question as to which book comes first in various series, and Eastman's *Index to fairy tales, myths and legends*.<sup>8</sup> The latter is primarily a title list with cross references from variant titles to the title best known.

- 
- ⑤ Sutton, Roberta B. *Speech index*; an index to 64 collections of world's famous orations and speeches for various occasions . . . N.Y., Wilson, 1935. 272p. \$3.
- 

This is arranged in dictionary form, with entries by author, subject and type of speech, and cross references, all in one alphabet.

The recent *Subject index to readers*<sup>9</sup> contains 4,000 citations on 1,000 different subjects found in 285 readers through the third grade.

<sup>7</sup> Aldred, Thomas. *Sequel stories, English and American*. 2d ed. by W. H. Parker. London, Assn. of Assistant Librarians, 1928. 91p. 7s. 6d.

<sup>8</sup> Eastman, Mary H. *Index to fairy tales, myths and legends*. 2d ed. rev. and enl. Boston, Faxon, 1926. 610p. (Useful ref. ser., 28) \$6.

—Supplement. Boston, Faxon, 1937. 566p. (Useful ref. ser., 61) \$6.

<sup>9</sup> Rue, Eloise. *Subject index to readers*. Chicago, A.L.A., 1938. 192p. \$1.80.

## HANDBOOKS

These deal primarily with allusions, authorship, quotations and proverbs, and plots. Of the allusion handbooks there are many, as the section in Mudge's *Guide* on p.232-33 indicates. For discussion here, the allusion dictionaries by Brewer, Walsh, and Wheeler are cited, but the two "Oxford companions" will be found to be adequate equipment for most questions.

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- ⑥ Harvey, Sir Paul. The Oxford companion to English literature. 2d. ed. N.Y., Oxford Univ. Pr., 1937. 912p. \$5.  
 —The Oxford companion to classical literature. N.Y., Oxford Univ. Pr., 1937. 468p. illus. \$3.
- 

These two works, together, virtually cover the allusion field as a check with all of the other allusion handbooks will reveal. "Two main elements are included in alphabetic arrangement. English authors, literary works, and literary societies which have historical or present importance . . . explanation of allusions commonly met with, or likely to be met with, in English literature." The volume of classical allusions is based on approximately the same principles and has the same single alphabetic arrangement.

We have already met E. C. Brewer in connection with the *Historic notebook*. The scope of his *Dictionary of phrase and fable*<sup>10</sup> is indicated in the following lengthy subtitle,

giving illustrative quotations from the works of the most famous authors from the earliest time down to the present day; a history of the chief figures mentioned in the mythologies of the world; a record of superstitions and customs, ancient and modern; an explanation of phrases commonly in use in the English language, of native origin or borrowed from other tongues; ancient cant and modern slang, with their equivalents in other languages of Europe; the stories of well-known characters from novels and romances; local and national legends; a glossary of scientific, historical, political, and archaeological terms and events; references bearing on every description of economic and scientific data; etymological and much other information.

<sup>10</sup> Brewer, E. C. *Dictionary of phrase and fable*. Philadelphia, Lippincott, 1930 (Reissue). 1440p. \$3.50.

His *Reader's handbook*,<sup>11</sup> somewhat older, contains some additional information, a list of English authors and their works, and a title list of drama and operas with their dates. Both books are arranged like a dictionary.

The Walsh titles are somewhat similar in scope, as indicated by the author's preface to his *Handy-book of literary curiosities* in which his aim is stated as "to entertain," and the reader is informed that the title considered for the book was "A dictionary of things not well-known." The *Handy book of curious information* is an alphabetical arrangement of "Strange happenings in the life of men and animals, odd statistics, extraordinary phenomena and out-of-the-way facts," in short a sort of museum of Ripley "Believe it or not." *Heroes and heroines of fiction* is of especial help in identifying characters and should be used along with the unabridged dictionaries and Thomas' *Dictionary of biography*.

The Wheeler items contribute to reference in much the same way. *Who wrote it?*, which is now quite old, is an alphabetical list of titles of famous works in all literature, including poems, songs, plays, first lines of poems, novels, short stories, fables, legends, romances, chronicles, etc. The other two titles are less useful than the *Oxford Companions*.

A very important group of literary dictionaries is composed of those dealing with quotations and proverbs. Of these, three will be discussed here, although many more exist and in a desperate case of running down a quoted passage, all of them may not suffice.

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- ⑦ Stevenson, Burton. The home book of quotations; rev. ed. N.Y., Dodd, 1937. 2811p. \$12.50.
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The fullest at this writing is Burton Stevenson's *Home book of quotations* with approximately 50,000 well-chosen ones arranged alphabetically by subject, and under each subject, alphabetically by author, except that quotations which are variations of the same phrase are arranged chronologically. Important subjects are sub-

<sup>11</sup> Brewer, E. C. *Reader's handbook of famous names in fiction, allusions, references, proverbs, plots, stories and poems*. Philadelphia, Lippincott, 1935. 1243p. \$3.50.

divided as follows: (1) definitions, (2) apothegms (maxims), (3) praise, (4) criticism. Very important topics are further subdivided, the subject "love" having 37 subdivisions, "life," 30, and "man," 19.

Two indexes follow the main collection of quotations: one of authors with references to the quotations, and the other of significant words in quotations, thus furnishing a concordance. Suggested procedure for the use of this book: (1) Look under subject; (2) Use concordance; (3) Use author index.

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- ⑧ Hoyt, J. K. Hoyt's new cyclopedia of practical quotations drawn from the speech and literature of all nations. . . N.Y., Funk, 1927 (Reissue). 1343p. \$7.50.
- 

*Hoyt's* has been the first resort of reference librarians for many years because of its arrangement. It consists of (1) an alphabetic subject list of quotations; (2) biographical index of quoted authors; (3) concordance of quotations which appears to be stronger than the *Stevenson* index. Apperson's *English proverbs* is also of supplementary value. It should be recalled also that the *N.E.D.* with nearly two million quotations can be used as a quotation reference book.

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- ⑨ Morley, Christopher and Everett, Louella D. Bartlett's familiar quotations. Boston, Little, 1937. 1578p. \$5.
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When a reference book enters its eleventh edition and its 83d year of service its authority, as well as its presence on library shelves, comes to be taken almost for granted. The original editor, John Bartlett, issued the first edition in 1855 and the ninth in 1891. After his death the work was carried on by Nathan Haskell Dole (whose translation of Tolstoy's *War and peace* has always made his name mean much to this reviewer) and the tenth edition was released in 1914. And now after a quarter of a century the publishers have found editors to continue the great tradition. Christopher Morley, who will always be remembered by librarians at least for *Parnassus on wheels*, and Louella D.



Everett, "who became a pillar of the 'Queries and Answers' department of the *New York Times Book Review*," are the editors of the eleventh edition.

This new edition is truly new. For every two quotations added at least one has been eliminated, the publishers tell us. Selection has been meticulous, and wherever there has been doubt, as in the case of Kipling, one of the editors has reread him through. Shakespeare is represented by 1,850 quotations—more than for anyone else. Over 1,000 new authors are quoted, of whom the youngest is Nathalia Crane. As in the previous edition useful footnote comments are included in some cases, especially where one quotation relates to another.

Besides the 973 pages of quotations from American and English authors there are 18 pages of miscellaneous quotations, 136 pages of quotations from translations, 32 pages of quotations from the Bible and other books of religion. Of the authors quoted for the first time, some like James Joyce, Aldous Huxley, Thomas Mann, Somerset Maugham, Christopher Morley are contemporary; others like Dostoyevsky, Marx and Turgeniev must have been overlooked in earlier editions.

On the arrangement side much can be said for the 19-page author index and the 448-page subject index. The latter is comparable to a concordance since as many as 12 entries may be found for a single quotation under all of the significant words. At the editor's suggestion, 8 blank pages have been included for the reader who wishes to nominate candidates for the next edition.

Vital statistics on the three best-known quotation tools, Hoyt, Stevenson, and *Bartlett*, indicate that *Bartlett* is the latest and best priced, *Stevenson* contains the greatest number of different quotations, and *Hoyt* is still probably the best indexed:

Title	Date	Quotations	Authors	Index Concordance Entries	Price
Bartlett	1937	20,000	2,100	35,000	\$5.00
Hoyt	1922	21,000	3,000	115,620	7.50
Stevenson	1934	71,680	4,719	55,200	10.00

The newest and fullest proverbs source is *Champion*<sup>12</sup> containing 26,000 from nearly 200 languages. Linguistic, geographical, subject, and alternate chief-word indexes are provided.

The handbook of plots is the tool behind the reference librarian's desk, especially in school and college libraries where the tendency to read digests rather than whole books is still in evidence.

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⑩ Keller, Helen R. The reader's digest of books. N.Y., Macmillan, 1937 (Reissue). 1453p. \$1.97.

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Keller's *Reader's digest of books*, issued also as part of *Warner library of the world's best literature*, is one of the most used plot dictionaries. Over 2,400 books, famous in world literature, are neatly and compactly digested.

Perhaps as important as any group in this class are the anthologies. There are many of these, a representative list of which can be found in Granger's *Index to poetry and recitations*. The Oxford University Press has issued a series of very good ones for various national literatures. Miss Graham has also included an excellent chapter on anthologies (Chapter 10) in the *Bookman's manual*. Here, one popular anthology will be examined. The one chosen is Burton Stevenson's *Home book of verse, American and English, 1580-1920*.

The introduction states the compiler's purpose:

To include nothing which did not seem to him to ring true, but, at the same time to recognize the validity of popular taste as well as of classical taste; . . . fugitive poems which everyone admires but which few know where to find; to lay emphasis on the lighter forms of verse; and to pay especial attention to the work of living English and American poets, particularly of the younger generation.

The contents outline follows:

1. Poems of youth and age: the baby; in the nursery; road to slumberland; duty of children; rhymes of childhood; glad evangel; fairy-

<sup>12</sup> Champion, S. G. *Racial proverbs, a selection of the world's proverbs arranged linguistically*. . . N.Y., Macmillan, 1938. 767p. \$10.

land; children; maidenhood; the man; the woman; stepping westward; looking backward

2. Poems of love
3. Poems of nature
4. Familiar verse and poems humorous and satiric
5. Poems of patriotism, history and legend
6. Poems of sentiment and reflection
7. Poems of sorrow, death and immortality

Appendix: containing a few of the more famous poems in other languages, of which translations or paraphrases occur in the foregoing pages.

Index of authors

Index of first lines

Index of titles

There is also a *Home book of modern verse* arranged similarly. Other anthologies follow other arrangements. Some are chronologic; most are classified according to some point of view. All are of much value in locating stray poems or lines wanted by various readers at various times.

#### CYCLOPEDIAS

In literature, the cyclopedia is most frequently the large literary history in many volumes, arranged either chronologically or alphabetically by authors. It is also the collection of excerpts from the great writers of the world, the set of literary criticisms, the special cyclopedia of the world's great poems, essays, speeches, etc. Here, only a few outstanding examples will be described.

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- ⑪ Cambridge history of American literature. N.Y., Putnam, 1931 (Reissue). 4v. \$4 per v.
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The Cambridge histories of American and English literature become works of cyclopedic proportions and possibilities through their scope and comprehensive indexes. Authority is given to the American literary history by such names as William Peterfield Trent, John Erskine, Stuart P. Sherman and Carl Van Doren. The arrangement is chronological, the first volume being devoted to Colonial and Revolutionary literature. Each chapter has been

written by a specialist and is followed by a full bibliography. These chapter bibliographies have been listed in Northup's *Register*. A special feature is the inclusion of non-English American literatures such as Yiddish, German, French, Aboriginal. In short, the *Cambridge history of American literature* is a ". . . survey of the life of the American people as expressed in their writings rather than a history of belles-lettres alone."

- 
- ⑫ Cambridge history of English literature; ed. by A. W. Ward and A. R. Waller. N.Y., Macmillan, 1931 (Reissue). 15v. \$65.
- 

The *Cambridge history of English literature* follows a similar plan of arrangement, covering in chronologic order English literary history from the beginning through the 19th century. A detailed index in the 15th volume, the chapter bibliographies and the authority of the contributors are special features. Among those who have contributed chapters are I. Gollancz, George Saintsbury, Francis B. Gummere and others immediately known to English scholars.

There are other English and American literary histories which contribute to reference work. One of these, *Garnett and Gosse*, will be considered with representations. The *Library of Southern literature* includes a great many writers of the South whose biographies and works cannot be so readily found in other sources.

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- ⑬ Warner, C. D. Library of the world's best literature. N.Y., U.S. Pubs. Assn., 1917. 30v. \$96.
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A long-famous literary encyclopedia is the Warner *Library of the world's best literature* which first appeared in 1896-97 under the editorship of Charles Dudley Warner, Hamilton Wright Mabie, Brander Mathews, W. P. Trent and others, was reissued in 1917 under the editorship of Cundiffe and Thorndike, and again reissued somewhat later as the *Columbia University course in literature, based on the World's best literature*.

Because of its presence in many libraries and its relation to



subsequent revisions, the original edition will be described first. It was planned to include only the great literature of the world, philosophical, religious and other writings being admitted only when they were great literature. Chiefly, this literature was of the past, with the "aim to give . . . an idea of contemporary achievement and tendencies in all civilized countries."

The work is arranged alphabetically by authors, movements and source topics. For each author a brief biographical sketch, followed by excerpts from his principal works, is given. Among the topics, such headings as Acadian-Babylonian literature, Chinese, Egyptian, Hindu, etc., are to be found. Also, Arthurian legends, the Holy Grail, *Gesta Romanorum*, and Provençal poetry provide sections in their alphabetical places.

The contents of the old edition follows: v.1-26, alphabetical content as described above; v.27, songs and lyrics; v.28, Reader's dictionary of authors, edited by H. M. Ayres; v.29, Reader's digest, by Helen Rex Keller; v.30, Students' course in literature, by G. H. Lomer, and a general index of authors, titles, subjects, national literature.

All biographical sketches are signed, there is usually a reference to the best available biography, and a list of important works by the author is given. The 1917 edition was a reprint from the plates of v.1-28, with additions and corrections added by means of inserting a, b, c pages. Volumes 28-30 were entirely reset. Helen Rex Keller's *Reader's digest*, which forms v.29 of the set, is sold separately and has already been mentioned. The Columbia University edition entirely rearranged the material by countries and periods, utilizing a great deal of the 1917 edition.

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- ⑭ Magnus, Laurie. *Dictionary of European literature*. . . (re-issue) N.Y., Dutton, 1936. 605p. \$3.75.
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Magnus' *Dictionary of European literature* contains brief articles on authors, movements, literary forms, anonymous classics, etc., of all the countries of Europe. As such, it is a cyclopedia of literature.

Among special cyclopedias, Moulton's *Library of literary criticism* is worthy of special mention. It is a chronological list of English and American authors arranged by date of death. For each author a brief biographical sketch is given and quotations

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- ⑮ Moulton, C. W. *Library of literary criticism of English and American authors.* (reprint) N.Y., Peter Smith, 1935. 8v. \$8 per v.
- 

from the criticisms of his work are grouped: (1) personal criticisms; (2) criticisms of individual works; (3) general criticisms. In each case, exact citations to the sources quoted are included. Volume eight has two indexes: (1) authors criticized; (2) authors who wrote criticisms.

#### YEARBOOKS AND DIRECTORIES

Yearbooks of short stories, poems and plays abound. O'Brien's *Best short stories* of the year, published annually since 1915, and Braithwaite's *Anthology of magazine verse*, issued annually, 1913-29, are examples of this type of yearbook. Numerous other selections are made by other editors and groups. To some extent the Book club selections for any one year, the Pulitzer Prize awards and similar enterprises might be discussed here.

A more scholarly type of yearbook is illustrated by *The year's work in modern language studies*<sup>13</sup> issued by the Modern Humanities Research Association. It includes reports of studies in Romance, Germanic, Celtic, Slavonic and other languages and literatures.

A much more useful class of reference tools, however, is that of the biographical directories of authors.

Of these, the ones prepared under Stanley J. Kunitz's editorship are practically indispensable. The first issued was *Living authors*, an alphabetic collection of the pictures and sketches published over a period of years on the first page of each issue of the

<sup>13</sup> *The year's work in modern language studies*, by a number of scholars, ed. for the Modern Humanities Research Association . . . volume 1, year ending 30 June 1930-. Cambridge, Cambridge Univ. Pr., 1931- . 8s., 6d.

*Wilson Bulletin*. Besides the photographs, the "interview-human interest" style of the sketches adds to the fascination with which these volumes are read. Earlier a reference book was defined as one which is never read through from cover to cover. Stanley Kunitz has spoiled a perfectly good definition by preparing three

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- ⑩ Kunitz, S. J. *Living authors*, a book of biographies; ed. by Dilly Tante and illus. with 371 photographs and drawings. N.Y., Wilson, 1931. 466p. \$5.
- *Authors today and yesterday*, a companion volume to *Living authors*; ed. by Stanley J. Kunitz, Howard Haycraft, Wilbur C. Hadden. N.Y., Wilson, 1933. 726p. \$5.
- *Junior book of authors*; an introduction to the lives of writers and illustrators for young readers from Louis Carroll and Louisa Alcott to the present day. N.Y., Wilson, 1934. 400p. \$4.
- *British authors of the nineteenth century*. . . 350 portraits. . . N.Y., Wilson, 1936. 677p. \$5.
- *American authors, 1600-1900*; a biographical dictionary of American literature. . . N.Y., Wilson, 1938. 846p. \$5.
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reference books which have been read through from cover to cover by many librarians and book lovers. The other two titles are *Authors today and yesterday* and *Junior book of authors*, and nothing more need be said about any of them, because the chances are you will know them all better than any other reference titles mentioned in these pages. Merely notice the joint index in *Authors today and yesterday* with its italicized entries for *Living authors*.

The most recent additions are *British authors of the nineteenth century*, which I hope will be only the first of a series that will go back to the beginning of English literature, and *American authors*. Like the volumes for living authors, these two volumes on writers of the past fairly sparkle as many of the dead authors enthusiastically come to life.

## SERIALS

The so-called "quality" magazines are serials in the field of literature for reference purposes. These include *Atlantic Monthly*, *Harper's*, *Scribner's*, *Nation*, *New Republic*, the three outstanding weekly book reviews, and the literary reviews published by universities, such as the *Yale Review*, the *Sewanee Review*, *American Literature*, and *Books Abroad*. There are also certain society publications like P.M.L.A. (Publications of the Modern Language Association) and the *English Journal* (both editions). Finally, *Notes and Queries*, for readers and writers, collectors and librarians, has been issued weekly since 1849. It is devoted to answering questions about out-of-the-way subjects—general and local history and literature, bibliography, manners, customs, folklore, quotations, proverbs, etc.

## REPRESENTATIONS

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- ⑪ Garnett, Richard and Gosse, Edmund. English literature; an illus. record. new ed. N.Y., Macmillan, 1935. 4v. in 2. \$7.50.
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Garnett and Gosse's *English literature; an illustrated record* is an essential. Its aim is to "stimulate and gratify curiosity concerning the leading authors of our country (England). . . . It appeals to the eye . . . tells who the author was, what he wrote . . . what he looked like, perhaps at various ages; where he lived, what his handwriting was, and how he appeared in caricature to his contemporaries."

The first volume, containing material up to the reign of Henry VIII, was prepared by Garnett, an ex-president of the Library Association and the Modern Language Association; the second volume, to the age of Milton, was prepared by Garnett and Gosse together; and the last two volumes, to the age of Tennyson, were prepared by Gosse alone. A supplementary chapter in the new edition was prepared by John Erskine.

The illustrations are in both black and white and in color.



Facsimiles of handwritings, portraits, caricatures, scenes, etc., make this a fascinating reference title.

Other literary representations are such literary maps and atlases as are issued principally by R. R. Bowker, but also by other publishers. As examples, *The booklovers' map of America*, *The map of great adventures*, *The picture map of France*, all published by Bowker, may be cited.

#### READINGS

- MACY, J. A. *The story of the world's literature*. Garden City, 1935. 613p.  
MAGNUS, LAURIE. *A general sketch of European literature in the centuries of romance*. 1918. 411p.  
RASCOE, BURTON. *Titans of literature*. N.Y., Putnam, 1932. p.478-88.  
WILSON, EDMUND. *Axel's castle; a study in the imaginative literature of 1870-1930*. N.Y., Scribner, 1931. 319p.

# Philosophy and Religion

## I. PHILOSOPHY AND PSYCHOLOGY

### BACKGROUND AND MATERIALS

If philosophy is the "sum total of all the sciences," then its treatment logically follows all the other subjects and closes the series of chapters on special reference tools. More simply stated, philosophy deals with our beliefs—beliefs about ourselves and what we know (called *epistemology*), about reality (called *ontology*), about the universe (called *cosmology*). To the extent that everyone has thought about these things, especially as they affect ourselves, all of us have contributed to philosophy. Certain individuals from the beginning of history to the present, because they have thought more deeply and creatively, have contributed more significantly to philosophy, and for reference work it is well to know who these great philosophers were and what has distinguished them from the multitude. As a fair test, the reference librarian in a general library should recognize the following names, be able to give the century in which each person lived, or the group was founded, and perhaps one thing for which each is known, whether a book or an idea. Here is the list:

Heraclitus	Marcus Aurelius	Hegel	Voltaire
Socrates	Descartes	Lessing	Diderot
Plato	Spinoza	Nietzsche	Rousseau
Aristotle	Berkeley	Bergson	Emerson
Stoics	Locke	Bacon	Royce
Epicurus	Kant	Leibnitz	James
Aquinas	Hobbes	Schopenhauer	Dewey

Evolving from philosophy as an academic subject has come psychology as we know it today—no longer introspective to the

extent it was as a branch of epistemology, but experimental, scientific and objective. As such it has tended to become much more associated with education and with the other social sciences. Had the D.C. originated within the past few years, no doubt psychology would have found a division in the 300's or 500's. As it is, psychology reference materials follow the earlier rather than the later alliances.

Every reference librarian would do well to acquaint himself generally with contemporary psychology, which is tending to ally itself with the natural instead of the social sciences. An increasing portion of the literature is being devoted to problems involving physiology, biology, physics and chemistry. Indeed, one famous psychologist has been quoted as declaring there is no psychology outside of that which has a physiological basis. There persists, however, a variation of the age-long quarrel of mind versus matter. There are still those who are uncertain about the relations between physiological and psychological phenomena.

The reference librarian needs to know the men today who contribute to three great schools of psychological thought—Behaviorism, Gestalt and Psychoanalysis. They need further to have a speaking acquaintance with the following names: Wundt, James, Hall, Peterson, Cattell, Thorndike, Watson, Köhler, Koffka, Freud, Jung, Adler. Last, he should read several recent general books on psychology.

#### BIBLIOGRAPHIES

Among the 1,000 titles listed in the *Standard catalog* section on philosophy, religion and general works are about 350 on philosophy and psychology, and perhaps a third more in the analytical index. Primarily these items are those works which should be found in a general library.

The scholar's bibliographic tool is the sequence formed by Rand's *Bibliography* (through 1902); Buchanan's *Bibliography*<sup>1</sup> (through 1932); *Bibliography of philosophy* (1933- ).

<sup>1</sup> Because of lack of funds the work is still in process although promised for July, 1939. Professors Coss and Schneider of Columbia University are continuing the work.

Benjamin Rand's two volumes formed volume three of Baldwin's *Dictionary of philosophy and psychology*. It is a classified list, primarily, embracing psychology, which section has been continued by the *Psychological Index*. A supplement to Rand's work was undertaken by the American Philosophical Association and has resulted in Buchanan's work and an annual bibliography since.

The parting of philosophy and psychology is responsible for a separate system of bibliographies since the publication of Rand's list. In 1894, the *Psychological Review* inaugurated as a special feature of its March number an annual bibliography to include all original publications in all languages. It is arranged: (1) general, (2) subjects, (3) alphabetic under final divisions, with an author index.

#### CYCLOPEDIAS

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- ① Baldwin, J. M. *Dictionary of philosophy and psychology*. . . N.Y., Macmillan, 1901-05. 3v. o.p.
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The full title of Baldwin's *Dictionary of philosophy and psychology* indicates the general scope of this old but solid background tool: "Including many of the principal conceptions of ethics, logic, aesthetics, philosophy of religion, mental pathology, anthropology, biology, neurology, physiology, economics, political and social philosophy, philology, physical science, and education, and giving a terminology in English, French, German and Italian."

Among the famous contributors to the work will be found William James, Dewey, Royce, Cattell, Titchener, Jastrow, Bosanquet, Delage, Münsterberg, Tosti. The editors conceived their purpose as a twofold one: (1) to do "something for the thinking of the time in the way of definition, statement and terminology"; (2) to serve "the cause of education in the subjects treated." Regarding the first point, the work does not undertake to create definitions, but rather it gives a clearly accepted definition, or two, if both are accepted. As regards the



second point, short bibliographies have been appended to articles, and related material intended to help the student has been included.

An excellent definition of philosophy comes from the preface: "The attempt to reach statements, in whatever form, about mind and nature, about the universe of things, most widely conceived, which serve to supplement and unify the results of science and criticism."

This definition permits the inclusion of a wide range of related subject matter. There are, however, two specific limitations in the field of philosophy, itself: History and philosophy, and Greek and scholastic philosophy are excluded.

As concerns the treatment, a unique method of insuring accuracy and objectivity has been devised: articles are frequently signed by two sets of initials indicating, for example:

*A.B.C.-X.Y.Z.*, that the article was originally written by A.B.C. but that X.Y.Z. made suggestions or modifications;

*A.B.C., X.Y.Z.*, that the article containing a disputed point was written by A.B.C. with the approval of a dissenting authority, X.Y.Z., thus insuring a fair statement of a controversial issue.

In general, three kinds of articles will be found in *Baldwin*: (1) concise definitions; (2) such definitions, plus historical and expository matter running to several hundred words; (3) special articles calling for extended treatment ranging from one to five thousand words in length.

The third volume features general bibliographies and classified bibliographies under the headings, History of Philosophy, Systematic Philosophy, Logic, Aesthetics, Philosophy of Religion, Ethics, Psychology.

#### SOCIETIES AND SERIALS

There are two famous organizations which include "philosophical" in their name. The American Philosophical Society was organized by Benjamin Franklin in 1743. Its scope is somewhat less exclusively pure philosophy. It issues *Proceedings*, and *Transactions*, which go back to 1771.

The American Philosophical Association was founded in 1900. From it come two important publications:

1. *The Philosophical Review*, which in addition to articles, reviews, etc., includes the Association's proceedings and transactions.
2. *Journal of Philosophy*, a bimonthly featuring an annual bibliography in the August issue.

## II. RELIGION AND MYTHOLOGY

### BACKGROUND AND MATERIALS

Reference work in religion and mythology centers largely around the sacred books and leaders of the various religions, and particularly about the Bible and the teachings of Jesus. Although the Bible itself cannot be considered a reference book by a strict application of the definition agreed on, nevertheless at least one copy and preferably several should be available on the reference shelves. For a comparison of the various editions the chapter in Bessie Graham's *Bookman's manual* will prove especially helpful. The Koran, also, should be available for reference purposes.

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- ② Bible. Holy Bible. Oxford beryl type ed.; authorized version. N.Y., Oxford Univ. Pr., 1936. \$2-\$2.25.  
———Douay ed. Baltimore, Murphy, 1930. \$7.50-\$18.  
———ed. by the American Revision Committee. N.Y., Nelson, 1901. \$1.25-\$1.40.
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### BIBLIOGRAPHIES

The *Standard catalog: philosophy, religion and general works* has already been described. It contains 480 entries in the field of religion plus the additional titles mentioned in the notes. As already indicated, the more recent list in the field is that given in the 1933 combined edition of the *Standard catalog*. Otherwise, there are such subject bibliographies as appear from time to time in *Religious Education* and other periodicals, and separate denomination lists like Whitley's *Baptist Bibliography*.

## DICTIONARIES

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- ③ Mathews, Shailer and Smith, G. B. Dictionary of religion and ethics. N.Y., Macmillan, 1921. 513p. \$3.75.
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Three kinds of dictionaries useful for terminology in religious reference work are here treated. The first of these is the general religious dictionary illustrated by Mathews and Smith's *Dictionary of religion and ethics*. Condensed as this work is, its authority is nevertheless excellent, the two editors being professors in the University of Chicago Divinity School, and the contributors including E. A. Ames, Franz Boas and Roscoe Pound, among others. The compact statement of purpose, "to define all terms (not strictly biblical) of importance in the field of religion and ethics," indicates the scope of the following plan:

1. Definition of all terms and extended discussion of more important topics
2. Particular attention to primitive and ethnic religion terms
3. Especial regard to psychology and history of religion
4. Historical rather than partisan treatment
5. Biography limited to persons especially significant in religion and morals (no living ones)
6. Use of each contributor's preferred spelling (variants given)
7. Loosely used technical terms omitted
8. Compound words arranged in sequence after first compound term
9. Bibliography in appendix. Classified bibliography, compiled by librarian
10. Acknowledgments to *Standard dictionary* and *New Schaff-Herzog encyclopedia of religious knowledge*

The Bible concordance may be considered a second type of religion dictionary. In chapter two, definitions of various kinds of dictionaries were given. The concordance is an alphabetical list of words and terms found in a specific work. In this case, the alphabetic list is composed of biblical terms (omitted by the Mathews and Smith *Dictionary*, just described) which are defined by citation to the text passages in which these terms appear. To one library school student discovery of the Bible concordance was

both a revelation and a disillusionment. She had always considered her minister such a bright man because he seemed able to locate Bible chapter and verse for almost any thought or word!

Among concordances the name *Cruden*<sup>2</sup> has probably been best known for the longest time. Cruden's *Concordance* is available in two editions—the original, for which the preface was written in 1737, and of which reprints have appeared from time to time, and the Winston clear-type edition of 1930. The contents of these two editions compare as follows:

*Original*: (1) Concordance; (2) Infrequent names; (3) Names in Old and New Testaments.

*Winston*: (1) Collection of names and titles given to Jesus Christ; (2) Titles and descriptions given to the Church of God in the Scriptures; (3) Concordance; (4) Appendix: a list of proper names seldom mentioned.

A comparison of treatment in the two editions is here made on the word "adoption":

*Original*: Defined and illustrated by Pharaoh's daughter who adopted Moses, and by Mordecai who adopted Esther

*Winston*: Definition modernized and made more readable

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④ Strong, James. *Exhaustive concordance of the Bible*. . . N.Y., Methodist Book Concern [1890] (Various eds.)

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Strong's *Exhaustive concordance* is a "pure" concordance in the sense that references only and no definitions are given. Its distinctive features are to be found in its appendixes which include (1) A list of unimportant particles (*a*, *and*, *are*, *be*) which appear very frequently in the Bible, with references in tabular form; (2) Comparative concordance, Authorized vs. Revised version, thus,

A

Ex 33:5 b\* one = "one" used in R.V. instead of "a," Exodus, Chapter 33, verse 5, made in the second (b) occurrence and adopted (\*) by both the British and American revisers.

<sup>2</sup>Cruden, Alexander. *A complete concordance to the Old and New Testament*. (Various eds.) 10s. 6d.



(3) Dictionary of the Hebrew Bible, with renderings in the authorized English version. Hebrew and Chaldee terms are listed alphabetically with English definition; (4) Dictionary of the Greek Testament.

Young's *Analytical concordance*<sup>3</sup> has some features not found either in *Cruden* or *Strong*. The contents of Young's *Analytical concordance* are: (1) Preface by Reviser W. B. Stevenson; (2) Young's prefatory note; (3) Hints and helps to Bible interpretation; (4) Analytical concordance, with words defined, names identified, places located; (5) Index-lexicon to the Old Testament (Hebrew words spelled in English). This section better than the comparable one in *Strong*; (6) Index-lexicon to the New Testament (Greek words spelled in English); (7) Scripture proper names, showing modern pronunciation; (8) Sketch of recent explorations in Bible lands.

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- ⑤ Hastings, James. *Dictionary of the Bible*. N.Y., Scribner, 1927. 991p. \$7.

In addition to the concordance, there is the Bible dictionary, illustrated by Hastings' *Dictionary of the Bible*, which has as its aim, to be "a complete and independent dictionary of the Bible in a single volume and abreast of present-day scholarship." It "gives an account of all the contents of the Bible, the articles being as numerous as in the largest dictionaries but written to a different scale."

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- ⑥ Julian, John. *Dictionary of hymnology setting forth the origin and history of Christian hymns of all ages and nations*. London, Murray, 1915. 1768p. 32s.

A final type of dictionary is illustrated by Julian's *Dictionary of hymnology*, the scope of which is indicated by the following contents: (1) List of contributors; (2) List of manuscripts used; (3) Abbreviations; (4) Dictionary of hymnology; (5) Indexes:

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<sup>3</sup> Young, Robert. *Analytical concordance to the Bible*. 20th ed. N.Y., Funk, 1911. 1244p. \$7.50.

(a) Cross references of first lines in English, French, German, Latin and other languages; (b) Authors, translators, editors, etc.; (6) Appendix: (a) Additional articles; (b) Less important articles, with notes and corrections on those already given; (7) New supplement, and index of authors, translators, etc., to appendix and new supplement. Principal reference use for *Julian* is to answer questions about origin and history of Christian hymns. The work was authoritatively prepared by English rectors and ministers and by a few American contributors.

#### CYCLOPEDIAS

The cyclopedia field includes three types: (1) the general work, presumably prepared from the standpoint of no one religion or denomination; (2) the general work, prepared by one church but so authoritative and useful that it is worthy of consideration for the basic reference collection; and (3) the cyclopedia of mythology.

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- ⑦ Hastings, James. *Encyclopedia of religion and ethics*. . . N.Y., Scribner, 1931 (Reissue). 7v. \$65.
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Of the first type, Hastings' *Encyclopedia of religion and ethics* is entitled to early consideration. Its articles are on "all the religions of the world and on all great systems of ethics." Theology and philosophy, "together with relevant portions of anthropology, mythology, folklore, biology, psychology, economics, sociology" fall within the scope of this monumental work. James Hastings, Fellow in the Royal Anthropological Institute, was assisted by prominent authorities on all the topics treated. In selecting these authorities care was taken to match topic and writer.

On the question of long versus short articles, the method adopted was to treat a subject comprehensively in one article and phases of it in other articles. For example, in addition to a full article on "Socialist communities of America," the "Amana community" was chosen for separate and detailed treatment.

The articles are arranged alphabetically by topic and are fol-

lowed by: (1) a general index which is an alphabetic subject index; (2) index to foreign words, alphabetized first by languages, beginning with African; (3) index to Scripture passages, arranged: Old Testament, New Testament, Apocrypha. These indexes are in turn followed by a list of authors and their articles.

Two important general cyclopedias include in their titles the names of their respective churches. They are the *Catholic encyclopedia* and the *Jewish encyclopedia*.

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- ⑧ *Catholic encyclopedia*; an international work of reference on the constitution, doctrine, discipline and history of the Catholic church. N.Y., Catholic Encyclopedia Pr., c1907-22. 17v. \$90. Gilmary Society, Inc., 1936- . \$100 (rev. ed.; only one volume issued thus far).
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This is "an international work of reference on the constitution, doctrine, discipline and history of the Catholic church," in 17 volumes, of which the first 15 contain the articles in alphabetic order, the 16th includes the index and a few additional articles and the last volume is a supplement. Its scope is limited to information relating to the Church. It is not, however, exclusively a church encyclopedia, although it "records all that Catholics have done, not only in behalf of charity and morals, but also for the intellectual and artistic development of mankind."

The long signed articles have been prepared by recognized authorities and are unsurpassed in all encyclopedia literature for solid scholarship. The *Catholic encyclopedia* will prove especially useful for questions dealing with medieval history, literature, philosophy, art and for the early history of the Christian church.

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- ⑨ *Jewish encyclopedia*; a descriptive record of the history, religion, literature and customs of the Jewish people. . . N.Y., Funk, 1925. 12v. \$96.
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The *Jewish encyclopedia* is, as its subtitle indicates, "a descriptive record of the history, religion, literature and customs of the Jewish people." Its scope is indicated by these three divisions:

(1) history, biography and folklore; (2) jurisprudence; (3) theology and philosophy. Its principal reference value lies in its biographies, its descriptions of present-day Jewry, and its elucidations of Talmudic law.

There are denominational works of more or less cyclopedic proportions, but since most libraries follow the book selection policy of accepting these only as gifts and without favoring one denomination over another, these cannot generally be counted on for reference.

The mythology cyclopedia exists now in excellent form both on a large and on a small scale. Reference librarians have long worked with the two small handbooks, Bulfinch's *Age of fable*<sup>4</sup> and Gayley's *Classic myths*.<sup>5</sup> The latter is based on the former, and includes for reference purposes a good index of characters, incidents, places, etc. It includes also a history of myths, a commentary, pronunciation rules, an index of mythological subjects and sources, and an index of modern authors and artists. The earlier *Bulfinch* has also a good index and there is added to the Crowell (1908) edition of *Bulfinch, The age of chivalry and Legends of Charlemagne*.

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- ⑩ Mythology of all races. . . Boston, Marshall Jones, 1916-32. 13v. \$10 per v.
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The great cyclopedic work in the field is *Mythology of all races*, edited by Louis Herbert Gray and organized in 13 volumes as follows: v.1, Greek and Roman; v.2, Teutonic; v.3, Celtic and Slavic; v.4, Finns-Ugric, Siberian; v.5, Semitic; v.6, Indian, Iranian; v.7, Armenian, African; v.8, Chinese and Japanese; v.9, Oceanic; v.10, Non-Latin-American; v.11, Latin-American; v.12, Egypt, Far East; v.13, Index.

Few reference sets have set as high a standard for excellence as has *Mythology of all races*. Authority and readability are here

<sup>4</sup> Bulfinch, Thomas. *Mythology; The age of fable; The age of chivalry; Legends of Charlemagne*, N.Y., Random House, 1936. 778p. \$1.39.

<sup>5</sup> Gayley, C. M. *Classic myths in English literature and in art, based originally on Bulfinch's Age of fable*. . . Boston, Ginn [c1911]. 597p. \$2.08.



combined to a degree seldom found in a work so comprehensive. The fine illustrations in color are an added feature.

Sir James Frazer's *Golden bough*<sup>6</sup> is another cyclopedic work which formerly held the same position as *Mythology of all races*. Its 12 volumes classify myths by subject, grouping the myths of all races together.

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YEARBOOKS, DIRECTORIES, ETC.

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- ⑪ Yearbook of American churches, a record of religious activities in the United States for the year 1915- . . . N.Y., Round Table Pr., 1916-33; Assn. Pr., 1935- . \$2.
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Issued under the auspices of the Federal Council of the Churches of Christ in America is the *Yearbook of American churches*, which includes current information about both Protestant and non-Protestant organizations in this country. The 1937 issue contained a directory of religious bodies, a list of service agencies and a who's who in the churches.

In addition there was included such useful information as Easter tables, Jewish calendar, statistics of organized religions, charts, reference lists of bishops, religious publications, seminaries, colleges and universities, movements of cooperation, and articles on the Protestant, Roman Catholic and Jewish fields.

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- ⑫ U.S. Census Bureau. Religious bodies: 1926. Washington, Govt. Print. Off., 1929-30. 2v. \$3.50.
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The United States government's *Religious bodies*, issued for the sixth year of every decennial census period, contains in its two volumes statistics, history, doctrine, organization and work of the separate denominations in the United States, excluding American churches abroad. Information concerning church property,

<sup>6</sup> Frazer, Sir J. G. *The golden bough; a study in magic and religion*. N.Y., Macmillan, 1935. 12v. \$30.

——— *Aftermath; a supplement to the Golden bough*. N.Y., Macmillan, 1937. 494p. \$3.

membership, Sunday schools, buildings, etc., is available in compact form in these volumes.

#### REPRESENTATIONS

The *World missionary atlas*,<sup>7</sup> with maps by the famous cartographer Bartholomew, is divided into four parts: (1) directory of missionary societies; (2) Protestant mission statistics; (3) maps; (4) descriptive notes about mission lands and indexes.

#### SOCIETIES AND SERIALS

Important organizations are the Federal Council of the Churches of Christ, which publishes among other things, a *Bulletin*, and the Religious Education Association, organized "to inspire the education forces of our country with the religious ideals; to inspire the religious forces of our country with the educational ideals; and to keep before the public mind the ideal of Religious Education and the sense of its need and value."

Several important religious periodicals are published in this country. In addition to the *Bulletin* of the Federal Council, the following might be cited:

1. *Christian Century*, a weekly
2. *Journal of Religion*, edited with the cooperation of the divinity faculty, University of Chicago
3. *Religious Education*
4. *International Journal of Religious Education*

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- DEMIASHKEVICH, M. J. Introduction to the philosophy of education. N.Y., Amer. Book, 1935. part 1.
- BERTHOLET, ALFRED. Religion. (In *Encyclopaedia of the social sciences*. 1934. v.13, p.228-37.)

<sup>7</sup> Institute of Social and Religious Research. *World missionary atlas*. . . N.Y., the Institute, 1925. 251p. 29 maps. \$10.

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# Reference Organization

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## I. INTRODUCTION

### WHAT THE REFERENCE DEPARTMENT IS

Primarily, "that part of the library system which is charged with the task of aiding readers in their use of the library," is the way Miss Mudge describes it. Our visits to American libraries, public or college, reveal the reference room away from the loan desk's bustle, where serious research is done in a less agitated atmosphere. On the shelves around the walls are the "R" books, most of which have already been studied. There are, in addition, dictionaries and atlases on stands, vertical files of pamphlet material, bulletin boards, and card files which index the materials of reference.

### HOW IT IS ORGANIZED

In the school library, the reference department is part of the library room and the reference librarian is also administrator, book selector, order chief, cataloger, classifier, loan desk assistant and sometimes study hall supervisor, Latin teacher and basketball coach. The larger college and public libraries, however, may have a reference staff of several assistants, and the very largest general libraries may subdivide the work of the reference division among the several branches in the city, or among departmental libraries on the campus. In such a scheme, there is frequently a central supervisor of reference, assisted by branch reference librarians whose work is aided by telephone and messenger service. Within the central library itself, reference work may be subdivided by various specialties with a trained librarian-specialist in charge.

For example, the central buildings of such large systems as New York, Cleveland, Los Angeles, contain separate reference rooms for (1) Periodicals and newspapers; (2) Technology and science; (3) History; (4) Social sciences; (5) Education: frequently known as "Teacher's Room"; (6) Fine arts; (7) Music; (8) Languages and literatures; (9) Maps; (10) Genealogy; (11) Municipal reference library.

Essential to the successful operation of any reference department are two elements: (1) reference materials well organized; (2) a trained reference staff thoroughly acquainted with these materials.

## II. REFERENCE MATERIALS

### BOOKS

The reference department will aid in the selection of all books, but especially reference books. Selection aids to be checked are:

1. Mudge, *Guide to reference books*
2. *Subscription Books Bulletin*
3. *Booklist*
4. *Publishers' Weekly*
5. *Weekly List of Selected U.S. Government Documents*
6. *Vertical File Service* and subject bibliographies

In the case of special reference work, the abstracting and society journals in the field or fields concerned are especially helpful. The principles of book selection hold in the selection of reference books. Community demands, whether in a college or public library, dictate selection.

Of the general reference books a very few are wanted directly behind the reference librarian's desk. In general these are aids to fact finding which should be conveniently located to eliminate unnecessary movement between desk and shelves. As to the actual titles to be included, opinion will vary.

In 1934, the *Wilson Bulletin* offered as Problem 18, "If you were organizing with adequate but not unlimited funds, a public library of about 15,000 volumes in a typical American town, what would be the first ten reference works or services that you would



purchase? Name your first ten references with a brief explanation of each choice." The first three prize winners selected:

I	II	III
1. New International encyclopedia	1. World almanac	1. Webster's New international
2. Compton's encyclopedia	2. Webster's New international dictionary	2. Britannica
3. Webster's New international dictionary	3. Britannica	3. Readers' Guide
4. World almanac	4. Who's who in America	4. U.S. catalog and C.B.I.
5. Hammond's Atlas	5. Rand McNally's Commercial atlas	5. Essay and general literature index
6. Larned	6. Readers' Guide	6. Rand McNally's World atlas
7. U.S. catalog	7. U.S. catalog	7. Granger's Index
8. Readers' Guide	8. Hoyt's Quotations	8. World almanac
9. Who's who in America	9. Henley's formulas	9. Hoyt's Quotations
10. Granger's Index	10. State manual	10. Who's who in America

Any of these three lists would be an excellent basis for a ready reference collection. Encyclopedias like the *Britannica* and *Compton's* however should be out on the shelves where readers would have ready access to them. For the desk reference collection the following are here suggested:

1. A dictionary, either *Webster's collegiate* or *Practical standard*
2. *Lincoln library* or *Columbia encyclopedia*
3. *World almanac*
4. *Statistical abstract*
5. *Ayer's directory of newspapers*
6. An atlas
7. Stevenson's *Quotations*
8. Keller's *Reader's digest*
9. *Who's who in America*
10. Emily Post's *Etiquette*

For a public library, add city directory, city map, telephone directory, state manual. For a college library, add college catalog (current issue), faculty and student directories, social calendar, athletic calendar.

The rest of the reference collection will probably be arranged on the shelves around the room by Dewey numbers, beginning with the encyclopedias near the reference or central information desk.

Assignment of numbers, although undertaken in the preparations division, can be suggested by the reference librarian. This will necessitate keeping close touch with all new books to prevent new titles from being sent to the stacks when they clearly belong on the reference shelves. Final decision in borderline cases will probably have to be made by the librarian. A continuation file of yearbooks and serials needed for the reference shelves should be maintained by the reference department.

#### THE VERTICAL FILE

This is now the recognized receptacle in reference departments for pamphlets, maps, pictures, catalogs, clippings, bibliographies, broadsides and other materials. Much has been written on the vertical file and its possibilities. Here only a summary of practice will be given under the heads of acquisition and organization.

An alert reference librarian is always on the lookout for this elusive ephemeral material which frequently holds the only answer to a reference question. Sources to be checked regularly are:

1. *Vertical File Service*
2. *Publishers' Weekly*, lower half of page in "Weekly record"
3. *Booklist*
4. *P.A.I.S.*
5. *Weekly List of Selected U.S. Government Documents*

In addition, the following sources can be canvassed for free and inexpensive materials:

1. Chamber of Commerce in important cities
2. Railway, steamship, airway lines, travel bureaus
3. Headquarters of political parties during campaigns
4. Headquarters of religious denominations
5. Colleges and universities
6. Philanthropic foundations
7. Industrial organizations
8. Associations and other organizations, fraternal, trade, patriotic, etc.

The organization of this material holds the secret of its successful reference use. As a keynote, adopt the slogan, "Discard liberally." Save nothing for "historical purposes" if you can

help it. As a safeguard it is suggested each pamphlet be dated as entered in the vertical file. As a further safeguard, it is recommended that a definite time be set aside each month for weeding the vertical file. Eliminations can be made as follows:

1. Annual, quarterly or other periodic issues, like college catalogs, whenever new issue arrives
2. Material already incorporated in as good or better form in a book the library has accessioned
3. Material in dilapidated physical condition, either from age or use
4. Material of permanent values acceptable for accessioning in the library's book collection

Decisions about new pamphlets can be made in the acquisitions or preparations division according to a library policy worked out in cooperation with the reference department. For example, in a research education library it may be decided that all pamphlets in the fields of education and educational psychology will be bound or otherwise treated for permanent accession on the library shelves. In that case none of these items will find their way into the vertical file at all, but the reference librarian will have access to them through the card catalog.

The arrangement of the material for the vertical file should be simple. *Readers' Guide* subject headings may be adopted or the headings of the *Vertical File Service*. Cross references may be indicated in the file itself or in a card index which includes author as well as subject entries. Or, issues of the *Vertical File Service* may be marked with holdings.

Other materials intended for vertical files are illustrated by the following:

1. *Pictures* from extra copies of periodicals, from discarded books and pamphlets, and from newspapers. Selection and organization may be based on the *Readers' Guide* subject headings, on the subjects in the citations file, or on syllabi in courses of study in the case of school and college libraries. Pictures are usually mounted and filed by subject.
2. *Clippings* from newspapers not bound or kept on file. Selection can be made on basis of citations file, position of subject in local daily paper, relationship to course of study in school or college.

3. *Bibliographies* and reading lists on a great variety of subjects.

Pamphlets, pictures, clippings and bibliographies may be arranged in a single alphabet of subjects or in separate alphabets and drawers. Justification for both arrangements can be given.

Special materials collected and organized profitably by various reference departments are:

1. *City directories* of many cities, and telephone directories; the latter can frequently be acquired with the aid of the local telephone company
2. *College catalogs*
3. *Public speaking aids*: these consist of jokes, witty remarks, verse, bits of philosophy, and in fact anything that will contribute to preparing a better speech
4. *Statistics*: figures of any kind culled from all sources
5. *Genealogy*: especially records appearing weekly in the *Boston Transcript*. These will be appreciated by D.A.R. patrons
6. *Local history*
7. *Persons*: men and women of the moment

#### CARD RECORDS

The card catalog and the shelf list will be obvious card records for the reference librarian to use. What card indexes he himself prepares should not duplicate the ground of any other bibliographic tool in the library. A long list of possible indexes is given by Dr. Wyer. Some of the more usual ones are:

Bibliographies	Holidays
Biographies	Laws
Debates	Local newspapers
Directories	Poetry
Fiction	Short stories <sup>1</sup>

Two types of card indexing of fundamental importance in reference work are created by two kinds of reference questions, (1) perennial, (2) elusive.

The perennial questions are those being asked again and again to which the answers are fairly unchanging. Each time, however,

<sup>1</sup> *Reference work*. Chicago, A.L.A., 1930. p.126-27.



necessitates repeating the same search unless a citations file is kept. In the New York Public Library (when the author was on the reference staff there), one such perennial question was, and may still be, "When did Steve Brodie jump off the Brooklyn bridge?" The answer today is the same as it was 10 years ago, yet each time it is asked, the reference librarian, unless he remembers that incident personally, will have to stop to consider procedure. An entry in the citations file under "Brodie, Steve," will save some time. The perennial question is especially characteristic of college and school library reference work. Each year professors and teachers cover about the same units of work studied the year before. Hence, about the same time in October, students from a certain economics class flocked to the reference librarian's desk to learn "how to get money out of the U.S. Treasury." The obvious answer, "If I knew how, I wouldn't be a reference librarian," was unnecessary in order to parry impatience after the citation file had been started.

This citation file, on 3 x 5 cards, can be kept in a four-drawer unit on top of the desk, or in one of the upper drawers of the desk itself. Questions should be entered under the significant word or "catchword." Thus, in the question above, the entry might be:

*U.S. Treasury*, how to obtain money from

McLAUGHLIN AND HART. *Cyclopedia of American govt.* 1930. v.3, p.560, Treasurer of the United States

These cards are, of course, filed alphabetically by catchword entry. Original entries may be made, at time of answering questions, on "p" slips, to be copied later on cards.

The elusive type of question confronts even the best reference librarian, from time to time. It is the stubborn type of query that is not quite answered even by the reference tool made specifically to order for it. When conditions permit, such questions should be filed for extended search during "unrush" periods. When the answer is found a citation may be made in the citations file. Various periodicals devote departments to such questions: *Notes and Queries*, *Wilson Bulletin*, daily newspaper, etc.

## III. REFERENCE STAFF

What are the qualifications of a good reference librarian? They have been stated differently by various leaders in the profession. Since the main business of a reference department is to answer people's questions, certain inherent as well as acquired characteristics seem necessary.

Librarian Usher ranks among the qualifications for reference librarianship, first and foremost, "an inborn inquisitiveness, somewhat akin to what is described among newspaper men as a nose for news"; second, the habit of thinking of subjects in terms of family groups of books; third, tact; fourth, common sense.

From my own library school notes, now quite yellow with age, I compile two lists of traits desirable for successful reference librarianship. I honor this list because it came from a great teacher who was herself the personification of everything desirable in a reference librarian.

## QUALIFICATIONS FOR REFERENCE LIBRARIANSHIP

<i>Inherent Traits</i>	<i>Acquired Traits</i>
1. Open-mindedness	1. Broad general education
2. Liking for people	2. Wide reading
3. Tact	3. Interest in current events
4. Dignity and poise	4. Interest in community
5. Good memory	5. Thorough knowledge of reference books
6. Resourcefulness	6. Knowledge of library's general resources
7. Nimble mind	7. Knowledge of community's resources
8. Orderliness	8. Understanding of library technical processes
9. Teaching ability	
10. Patience	

Check these with the 27 traits and trait actions deemed of most importance by the 38 eminent librarians who cooperated in the Library curriculum study of the American Library Association.<sup>2</sup>

Of all these traits two practical ones will be stressed here, perhaps out of proportion to their relative value. The first of these is memory. Of course we have accepted the maxim that the educated man had better know where to find things than burden him-

<sup>2</sup> Wyer, J. I. *Reference work, op. cit.*, p.233-38.

self with needless information. But even this aim is likely to be unachievable without some memory training. Although it sounds like preaching it is true that nothing memorized is wasted in reference work. Everyone has had the experience of meeting a long-lost friend in the bustle of a subway rush. But this is not nearly so startling as having a reader ask for some fact grudgingly committed to memory many years ago as a concession to an inhuman school teacher. Nor can anything be more annoying than failure to recall something one knew before.

Years ago I was forced to memorize the names and dates of four battles won by Marlborough. For hours I complained as I repeated "Blenheim, Ramillies, Oudenarde, Malplaquet, 1704, 1706, 1708 and 1709, respectively." Without entering into a dispute over "Progressive" education I merely report that on one fine evening in May a reader walked into the reference department of the New York Public Library and asked, "When was the Battle of Blenheim fought?" The reference assistant on duty fairly shouted, "1704!" to the wonder of the reader who went about the building praising the "smart librarian" downstairs who knew all the answers without consulting the books. (Let it be added, however, that although it is said the late William Frederick Poole answered many questions from his remarkable memory, it is considered good reference practice always to provide the reader with a printed source.)

The other trait is knowledge of reference books. Don't let your knowledge grow rusty. Reexamine the standard reference tools regularly. Browse among them. Learn to know each title as well as you know personal friends. Of course, many questions can be answered with the aid of other sources, but experience proves that the vast majority of reference questions can be answered by a score of good reference books.

As to the reference librarian's rewards, Dr. William Warner Bishop has described them best:

Little glory and less reputation accrue to him. He counts his day's work done well but sees no tally of so many thousand books bought or other thousands cataloged. At his best, scholars use him, like him, thank him. At his lowest ebb no one considers him save as a useful part of the machinery. This is the

theory of his work-service, quiet, self-effacing, but not passive or unheeding. To make books more useful and more used—this is his aim. This aim and this theory are alike honored in any gathering of librarians.

## READINGS

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- SILVERTHORN, MARY. Reference service from the viewpoint of a branch librarian. *Library Journal*. 1936. v.61, p.309-12.
- USHER, R. J. Some needs in reference work. *Library Journal*. 1926. v.51, p.761-66.
- WYER, J. I. Reference work. Chicago, A.L.A., 1930. (Especially chaps. 4, 15, 16 and 19)



## Reference Procedures

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### WHAT IS ADEQUATE REFERENCE SERVICE?

Early practitioners in the art of reference librarianship attempted to arrive at a measure introspectively. One has only to examine the writings of Justin Winsor, Frederick Poole, Melvil Dewey, and more recently John Cotton Dana, William Warner Bishop and James Ingersoll Wyer, to come away with a profound respect for the professional beliefs of these men. They may not have labeled their articles "philosophy," but to deny that these men expressed philosophies about their work is to fail to comprehend the meaning of the word.

Dr. Wyer has admirably summarized the three schools of thought—conservative, moderate and liberal. The first believes reference "to be aids, not research." The second formulates the working principle, "All free work must promise future usefulness in the library." More generous than the other two, the liberal contends "Fullest possible attention to all demands." The ideal of reference service according to the last group is, as expressed by Marilla W. Freeman: "No one shall be allowed to go away from the library without having either received the information for which he came or the knowledge where he may find it . . . the words 'No,' 'We haven't it,' 'I do not know,' must never be heard."<sup>1</sup>

There are, nevertheless, certain limitations imposed upon the effort to consummate the ideal. In the first place there are restrictions imposed upon the reference librarian by ethics, good will and practicality. There are, indeed, particular questions which

<sup>1</sup> Ideals in reference service. *Wilson Bulletin*. 1932. v.7, p.244.

the reference librarian will not answer even if he can. They have been classified by Katherine Dame,<sup>2</sup> and illustrated by me:

1. *Personal*: How much money does Mr. Jones make?
2. *Imaginary*: Where is Ickick Island?
3. *Medical advice*: I want to know whether to have my husband's appendix removed.
4. *Legal advice*: Draw up my last will and testament.
5. *Crossword puzzles*: Help me work this one in today's paper.
6. *Home work*: Do my algebra problems for me.

In the second place there are limitations imposed by the collection of sources at hand. It is of course difficult if not quite impossible to do highly specialized research with only a few general tools available. In the third place, the physical arrangement of the library, the preparation of the staff, the organization of materials, all will affect the kind of reference service possible.

Over and above that, the question, "How far can or should the reference librarian go?" will be partially answered by the difficulty of the problem and the type of person working on it. An analysis of reference procedures may therefore be based on three elements: the inquirer and his question; the sources and their organization; the reference librarian and his method.

#### THE INQUIRER

"There was the patron, a commercial artist, irritated as she watched the clock go round, who snapped out, 'What I want is a picture of the kind of hat Douglas Fairbanks wore in *The Gaucho*. I thot if I got pictures of *Agua Caliente* they would help me for I know the door boys down there some times wear the kind. . . . I didn't think of asking you for just what I wanted. I was trying to think of places you might find it.'"

That is one kind of reader, as described by Grace A. Owen.<sup>3</sup> Another recognizable type is the earnest, diffident and honest, but generally ignorant reader who knows nothing about anything. The third type, often cited as a joy, is the one who knows exactly

<sup>2</sup> What is reference work? *Wilson Bulletin*. 1931. v.5, p.450.

<sup>3</sup> Creative reference work. *Wilson Bulletin*. 1932. v.7, p.28.

what he wants. These three classes represent the types reference librarians have been knowing and describing for years. But reference work is changing and so are library patrons. Much as educational research began with crude group classifications and advanced to individual differences, reference work is progressing. Increasingly evident is the fact that each reader presents almost an individual problem and that whatever aid is given him must begin at his unique point of contact. Waples' study of reading interests<sup>4</sup> showed pretty clearly that there were at least three major factors and three or more minor factors which influenced reading interest—age, sex, education, occupation, residence, amount of reading done. Obviously the combinations of these factors in their unlimited number of degrees will result in almost a countless number of types of readers.

If there is one point in library service where catering to individual differences seems promising, it is in the reference department. The contact between reference worker and reader is even more pronounced than that of teacher and pupil, because in the former relationship the learner is actually the initiator; thus, a factor of motivation is provided that even the artificial efforts of the activity school cannot approach.

Future possibilities, therefore, point to an extension of individual records for all library patrons and a closer study of these records by reference librarians. In the school and college library the possibilities are immediately promising since the community served is fairly small and fixed, and since the members of that community are completely on record in the administration offices. It should be possible, therefore, for the reference librarian to match materials to I.Q.'s, reading aptitude, cultural background, academic preparation, etc., on a more scientific basis than heretofore.

#### THE SOURCES

These have already been studied. Obviously the whole world of print is source material, to say nothing of all other media of

<sup>4</sup> *What people want to read about*. Univ. of Chicago Pr., 1931. 312p.

communication. Let it be emphasized here again, because a limited number of reference books has been examined, this in no way indicates that reference questions are to be answered with them alone. A great many stack books will answer some questions even better than reference books. But the fact remains that reference books do answer most questions.

One reference librarian has been quoted frequently as having declared an unabridged dictionary and the *World almanac* would answer 80 per cent of all reference questions asked in a general library. Include a good encyclopedia in the group and the estimate can be raised to 98 per cent. Certainly such collections as are represented by the 10 reference books selected for first purchase would enable the average reference department to do a fair job.

An interesting study which bears out this statement is Miss Helen C. Carpenter's analysis of 989 reference questions asked in a New York city elementary school library.<sup>5</sup> In order, the following sources, rearranged by the number of questions answered, were found to be most helpful:

<i>Sources</i>	<i>Number of Questions</i>
Encyclopedia	290
Card catalog	259
Index, table of contents, etc., of book	120
Knowledge of book collection alone	70
Vertical file	53
World almanac	42
Anthologies, quotation books	34
Unabridged dictionary	33
Biographical dictionaries	20
Readers' Guide	20
Atlases and gazetteers	18
Miscellaneous	30
Total	989

A comparable study for 30 high schools was made in the spring of 1937 by the writer. The librarians were asked to record every question asked during a two-week period and to indicate the sources used. Analysis of nearly 1,000 questions disclosed that

<sup>5</sup> What is back of efficient reference work in an elementary school library? *Wilson Bulletin*. 1935. v.10, p.15-19.



more than one third were answered by encyclopedias and year-books.

From this, it is evident the encyclopedia answers about 30 per cent of all questions asked in this elementary school library and the encyclopedia and card catalog together answer more than half of all the questions.

This certainly does not mean a reference librarian need only know his encyclopedias. It does mean, however, that the encyclopedia is what Miss Mudge has called it, "the backbone of a reference collection," and that it is essential the reference librarian know thoroughly the scope, arrangement and special features of five or six of the outstanding encyclopedias. There is certainly no excuse for a reference librarian complaining about not finding an article in its alphabetic text place in an index encyclopedia. Nor can a librarian be excused for condemning a set for an arrangement or scope no longer representative of later editions. The fact remains that from the standpoint of information a good encyclopedia offers greater reference and monetary value than practically any other kind of book available and librarians' objections to "sets" must not be permitted to extend to the very cornerstone of reference service.

An equally important and all too frequently underestimated reference tool is the card catalog. The number of reference questions for which the average dictionary catalog has potential answers is much higher than practice indicates. In Miss Carpenter's list the card catalog ranks next to the encyclopedia as a source for answers to reference questions. Utilization of the card catalog's possibilities is dependent upon the reference librarian's comprehension of cataloging, classification and the card records that result therefrom.

Both catalogers and reference librarians who have the outlook and ability to penetrate beyond their respective departments understand the strength which can result from a firm alliance between the two departments. Such understanding on the part of a cataloger is shown by Miss Anna Jacobsen in her article, "The cataloger looks at the reference librarian."<sup>6</sup> As she sees it, "the

<sup>6</sup> *Library Journal*. 1934. v.59, p.147-50.

reference librarian is the contact officer between the catalog and the public . . . the otherwise missing link between the catalog and the reader." Specifically, she continues, "The reference librarian needs to know where and how to supplement the catalog with indexes and bibliographies; know the library policy in regard to cataloging (let us hope it has one!);<sup>7</sup> know that even if a specific subject is not represented in the catalog, the library may have material on it in comprehensive treatises under more inclusive headings."

And then she stresses one more point. Reference librarians frequently do not know what is going on in the catalog department. They do not master and use the shelf list. "I believe the shelf list could profitably be used more than it often is, particularly where the classification is close and detailed, with liberal cross references to related locations."

Understanding of the catalog by a reference librarian is equally well shown in the article by Elizabeth G. Henry,<sup>8</sup> who believes "a reference librarian and a catalog should be the best of friends, for they are quite necessary to each other and their thorough knowledge and understanding of each other help the patrons in the use of the library."

The importance of catalog and cataloging knowledge to the reference librarian has been stressed at various times by our foremost reference librarians, most of whom have had excellent cataloging experience as well. It would, however, be equally desirable for all concerned if the cataloger could have some reference experience from time to time and thus realize to what extent the reference librarian "functions as a buffer between the people who come to the library and some of its machinery in the form of a card catalog. . ."<sup>9</sup>

Some of the catalog perplexities with which reference librarians contend daily are the "Mcs and Macs," letter by letter alphabetizing, see and see also references, joint author cards. Constant

<sup>7</sup> Parenthetical remark is Miss Jacobsen's, not the author's.

<sup>8</sup> What a reference librarian expects of the catalog. *Library Journal*. 1929. v.54, p.13-15.

<sup>9</sup> *Ibid.*

repetition of the same question frequently makes the reference librarian wonder whether we have been altogether successful in realizing the aim so well put by Librarian Andrew Keogh in the year of the publication of *A.L.A. catalog rules*:

The catalog should be simple. It is designed to answer certain questions, and the best catalog answers these questions with the least trouble to the user. It should be a labor-saving and not a trouble-making device. It should reveal and not repel. . . . For when the cataloger has done his best, the reference librarian will still have to placate perplexed and disappointed users of the catalog.<sup>10</sup>

#### THE REFERENCE LIBRARIAN

Why he exists has already been indicated. He is the interpreter of the library to readers. His functions are strikingly like those of the teacher and the role he plays bears a more than passing resemblance to that played by the instructor in the relations of students and textbooks. Only the reference librarian is not confined to one book or even to one subject. And strangely enough, as educational method changes, as the old-fashioned textbook disappears, as honors courses are introduced in the college and independent study in the high school, the teacher becomes increasingly a reference librarian in the best sense. In such experiments as that at Stephens College it is strikingly evident that the distinction between reference librarian and teacher, if there really ever was a significant one, is about to disappear entirely. Even at Stephens it is becoming convincingly apparent that economy dictates the combination of reference librarianship and teaching in one person.

The position is therefore taken here that recent educational changes, increasing library participation in adult education as well as in education on all the formal levels, are tending to introduce a new type of reference librarian—one who is something more than a glorified information clerk. It is indeed not at all unlikely that our college and school faculties will be composed almost entirely of superior reference librarians.<sup>11</sup>

<sup>10</sup> *A.L.A. Bulletin*, 1908. p.360.

<sup>11</sup> For amplification of this thesis see my "Library arts college." *School and Society*. 1935. v.41, p.110-14.

## DUTIES OF THE REFERENCE LIBRARIAN

A classification of these was broadly indicated in Chapter 1. By far the major portion is concerned with answering questions of various kinds asked by readers about the library, the location of materials and the location of information in those materials. But an increasing portion of the reference librarian's time is beginning to be devoted to research on a higher plane and to education. Incidental to these three great divisions of work are of course the organizational activities of the reference librarian, contributing to acquisitions, preparations and circulation work in the library.

For the purpose of this discussion the reference librarian's duties are outlined as follows:

## I. Organizational

- A. *Acquisitions*; selection of reference materials
- B. *Preparations*; advisory on subject headings and devices to aid reader in catalog use
- C. *Circulation*; location of materials; interlibrary loan
- D. *Reference*; organization of department for service

## II. Educational

- A. Answering questions
- B. Advice to readers
- C. Publicity
- D. Instruction

## III. Research

- A. Problems
- B. Bibliographies

Organizational procedures have already been discussed in the preceding chapter.

## REFERENCE QUESTIONS

Various attempts to classify the questions asked by library readers have been made from time to time. One of the most extensive studies was undertaken by the late Martha Conner, an outstanding reference librarian and teacher, whose words head this chapter. In 1927 she published an analysis of 24,727 questions asked in the Pittsburgh Public Library from September to



December in 1905, 1910, 1915, 1920 and 1925.<sup>12</sup> A trend to the social sciences may be discerned in the 300's and 900's:

	1905	1910	1915	1920	1925
000	1.4	1.7	1.4	2	3.4
100	1.3	1.3	1.9	1	1.5
200	6.3	2.7	2	2	3.2
300	15.1	18.7	20.2	24	22.8
400	2.5	1.9	2.3	2.2	2.4
500 and 600	27	37.4	43.2	35	27.5
700	11.4	7.8	6.3	5.7	7.1
800	11	11.2	10.5	10.2	12.4
900	23.4	16.7	12	16.8	19.2

This trend is borne out by similar surveys, especially in New York city, where 42 per cent of the reference questions fell within the field of the social sciences. A somewhat later classification of readers' questions by Iva I. Swift in the Washington D.C. Public Library, along different lines, resulted in this interesting grouping here arranged in tabular form:<sup>13</sup>

#### CLASSIFICATION OF ADVISORY AND REFERENCE SERVICE

##### A. Requiring knowledge of literature or reference tools of subject

Examples:

Bibliographies

Preparation of brief articles

Club work—in part

Such questions as:

Description of White House

Grounds for deed

Comparison of dictionaries and encyclopedias

Questions requiring research over extended period:

Bibliographies of considerable length

Speeches

Book reviews

##### B. Requiring personal choice of best material. Questions may be answered at time of inquiry, or shortly after.

###### 1. Fact finding

Quotations—when searching becomes necessary

Reference and information help files

Statistics and specialized accounting

<sup>12</sup> What a reference librarian should know. *Library Journal*. v.52, p.415-18.

<sup>13</sup> Classifying readers' questions. *Wilson Bulletin*. 1934. v.8, p.274-75.

2. Material finding
  - Selection of "best books" at catalog or shelves
  - Unusual subject or periodical headings
  - Pamphlet and picture file
  - Drama—special plays
- C. Simple, involving use of ready reference tools
  1. Fact finding: use of World almanac; Granger and quotation books; U.S. catalog; Readers' Guide; Moody; Thomas' . . . material easily located
  2. Material finding: Pamphlet, printed lists
- D. Directory service for physical location of books, rooms, buildings, etc.
  - Location of book indicated by call slip number, encyclopedia, dictionary, city directory, etc.

Upon a recommendation to the A.L.A. Council by Mr. Clarence E. Sherman "that a study be made of how to measure reference service in terms of questions asked or books used. . . ," a committee under the chairmanship of Miss Edith Guerrier of the Boston Public Library was appointed. This committee undertook to keep a record of reference questions in nine selected public libraries. Analysis of these questions led to the classification:

<i>Type of question</i>	<i>Per cent</i>	<i>Sources</i>
1. About persons and places	83	City guide books
2. Fact finding		Citations file
		100 basic reference books
3. Research	8	
4. Readers advisory	9	

And the report concludes that the measurement of reference is futile. The intangibles are so many that nothing like a fair estimate of effective library service can be represented statistically. Nevertheless such studies have contributed much to an understanding of reference problems and methods.

#### GENERAL METHODS

From the apprentice course offered in McGill University<sup>14</sup> the following 12 rules for helping readers are given:

1. Try first, without seeming inquisitive, to learn definitely what the

<sup>14</sup> McGill University Library School. Unpublished stencil. p.50-51.

reader wants. If the subject is large, try to find if he really wants to cover the entire field or some special phase, period or division of it; whether an encyclopedic account, or more exhaustive treatise, is desired.

2. In case of doubt as to the kind of material the reader wants, give preference to elementary and popular treatises, suggesting that more comprehensive and scientific works are available if desired.

3. If the reader is in a hurry, find something in a reference book if possible and tell him that you will get him more material in a few minutes. If nothing can be found in reference books, consult the shelves in the class most related to the subject desired. Do not wait until you have exhausted indexes and catalogs before providing your reader with a book. He may be impatient and leave.

4. If you have no adequate conception of the subject asked for, consult a ready reference book yourself.

5. Never tell a patron offhand that you do not have what he wants.

6. If you find the books do not seem to cover the reader's needs, but he wishes to look them over, ask if you shall look further; or, if you are busy with other readers, tell him to ask again if he does not find what he wants.

7. If you send anyone to the card catalog, watch without being officious, to see that he knows how to use it intelligently. Otherwise it means a waste of his time and perhaps yours.

8. Do not make a practice of doing everything for a reader. The average reader should be allowed to use tables of contents and indexes himself. Students usually prefer to consult the periodical indexes themselves and are grateful for being introduced to them. In case of other readers, judge from the character of reader or question, whether or not he is competent to use indexes. Some think indexes a bore, others find them puzzling and do not want you to know it.

9. If a question by its nature promises a good deal of research or looks hopeless, such as identifying a part of a poem or finding some obscure name, make a note of it and ask your patron to return in a day or two.

10. However trivial or impossible a request may be, treat it with consideration.

11. Be overobliging, even permitting yourself to be imposed on rather than risk letting readers go away dissatisfied to grumble about the library service.

12. A good rule: when a lull comes, think over what you have done for each reader. Sometimes you will find that in your hurry you have

overlooked something better than you gave the reader. If so, get it and frankly confess you have improved yourself.

Another procedure was outlined by Martha Conner:

1. Consider general class of knowledge to which this specific topic belongs.
2. Recall reference books in this class and think of their special features and limitations.
3. Reserve judgment until the book which most nearly covers this specific subject is found.
4. Decide on book which seems most likely to contain what you want.
5. Try out your conclusion by consulting the book.
6. If judgment or knowledge was at fault repeat the whole process until you succeed. Never give up the search until you have exhausted all possibilities and resources.
7. If the reference books in the class do not contain the information examine the whole body of literature on the subject.
8. As a final resource, consult a specialist.

Approximately, if a general procedure can be outlined, the reference librarian should proceed about as follows:

1. Listen carefully to the reader's question until he has finished, encouraging him to amplify.
2. If question is still vague or unclear try to draw him out by tactful questions or by indicating what you understand or know about his question.
3. Attack sources in about this order:
  - a. *Terminology*; for terms unknown, consult general or special dictionaries.
  - b. *Background*; for a survey of the subject, use the encyclopedia.
  - c. *Supplementary background*; for additional survey materials, the year-book is helpful.
  - d. *Current developments*; use periodicals and periodical indexes.
  - e. *Subject*; use special reference books in field involved:
    1. Terminology—dictionary
    2. Background amplification—cyclopedia
    3. Persons, places, organizations—annual surveys, yearbooks, directories
    4. Current developments—journals
    5. Exhaustive study—subject bibliographies



Below is a list of representative question types and the probable kinds of reference tools which hold the answer:

<i>Question Type</i>	<i>Reference Sources</i>
1. Abbreviations	Dictionary
2. Allusions	Brewer, Gerwig
3. Anniversaries and holidays	Hazeltine, Chambers, Schauffler
4. Anonyms	Card catalog, literature
5. Artists	Reinach Apollo
6. Authors	Authors today and yesterday, Living authors, Junior book of authors, etc.
7. Automobile	Dyke's automobile engine encyclopedia
8. Characters	Encyclopedia, literature
9. Commerce and business	Taintor and Monro, Secretary's handbook
10. Costumes	Costume index, encyclopedia
11. Countries	Atlas, Statesman's yearbook, encyclopedia
12. Customs	Encyclopedia, Emily Post
13. Dates	Keller, encyclopedia, history
14. Debates	Reference shelf
15. Etiquette	Emily Post
16. Etymology	Dictionary
17. Events	Yearbook, periodicals, newspapers
18. Flags and emblems	Encyclopedia, Shankle
19. Food	Ward
20. Foreign terms	Dictionary
21. Games	Bancroft, Hoyle, encyclopedia
22. Governments	Statesman's yearbook
23. Holidays	Hazeltine, Chambers
24. Household hints	Henley, cookbook
25. Law	Law dictionary, U.S. Code
26. Movies	Motion Picture Review Digest
27. Persons	Thomas, encyclopedia, dictionary
28. ————Living	Who's who's, periodical and N.Y. Times Index
29. ————Dead	D.A.B., D.N.B., encyclopedia
30. Pictures	Periodical indexes, illustration index, encyclopedia, vertical file, Compton Fact-index
31. Places	Atlas, gazetteer, encyclopedia
32. Postage stamps	Scott catalogue
33. Pseudonyms	Card catalog, encyclopedia
34. Quotations	Bartlett, Hoyt, Stevenson
35. Slang	Dictionary, slang dictionary
36. Spelling	Dictionary
37. Sports	Menke, Spalding, etc.
38. Statistics	World almanac, census
39. Streets and highways	City and auto maps
40. Travel	Guide books, road maps
41. Words	Dictionaries

READING GUIDANCE<sup>15</sup>

At this point teacher and reference librarian merge. In an increasing number of colleges the professor is becoming a readers' adviser. Years ago, the authors of the Five-foot shelf conceived an education through guided reading. Much the same idea has motivated selections like Will Durant's, *American college presidents*, and various individuals and committee's reading lists. Unquestionably, there is something to the contention that a liberal education is possible more effectively and economically through planned reading than through formal classroom instruction.

Up until now too large a portion of readers' advisory service has been reader initiated. Increasing attention to the Reading with a Purpose series and to associating available library materials with individual and social interests is bringing about a change. It remains to be seen whether librarians will anticipate the progressive changes in education and adjust their philosophy accordingly or whether educationists will master what is necessary of library techniques for improved teaching under the new conditions. For years educationists have been predicting that when reading matter became cheap and attractive enough, conventional classroom instruction would give way almost entirely to guided reading. What part the reference librarian is to play in this new education remains to be seen. If he withdraws into the conventional organizational duties, his position is likely to become, at least in educational institutions, semiclerical. On the other hand, if the possibilities of learning through reading are understood and developed by him, libraries may assume a new prominence in American education.

## PUBLICITY

Demand for reference service must be created. Too often the hopeful college librarian, after succeeding in adding another trained member to his staff in the form of a reference librarian, finds this new member sits at the desk with never a caller, and that the occasional questions are taken by the readers to their

<sup>15</sup> In some libraries readers' advisory service is not connected with the reference department.

fellow students on duty at the loan desk. What is to be done? The reference librarian is very often at a real disadvantage because he is unknown to the students. In this day and age the obvious solution is advertising. Here are a few devices:

I. General

- A. Prepare bulletin boards, exhibits dealing with curious facts, reading, current events, local events.
- B. Offer, tactfully, aid at every opportunity: to readers at the catalog, to people as they enter the door, to idlers purposelessly strolling about.
- C. Display signs, "Do Not Hesitate To Ask," "How To Use This Catalog."
- D. Anticipate events. Presidential campaign suggests possibilities for answering questions. Likewise local concert, speech, etc.

II. School library

- A. Secure schedule of work in various subjects and anticipate units by supplying materials.
- B. Lend new books freely to teachers concerned.
- C. Start hobby exhibit.
- D. Offer help in all extracurricular activities to which library can contribute.
- E. Start review page in school paper.

III. College library

- A. Obtain syllabi for courses and develop bibliographies for many units.
- B. Enrol in one course and become a fellow student.
- C. Secure college paper publicity featuring new books, unusual questions.
- D. Provide assembly talks.
- E. Sponsor literary or review club of readers and writers.
- F. Cater to faculty hobbies, calling attention to new publications.

IV. Public library

- A. Newspaper publicity.<sup>16</sup>
- B. Telephone service for business men.
- C. Cooperation with schools through teachers.
- D. Cooperation with clubs and churches.
- E. Offer service to city officials.

<sup>16</sup> The Public Library, Montclair, N.J., edits a column headed "Can you tell me?" in the local newspaper.

## INSTRUCTION

Programs of formal instruction have now been developed from kindergarten through graduate school. In most cases, responsibility for this instruction, when it rests with the library at all, falls on the reference librarian. In this way the relationship of reference librarianship to teaching has been clearly established.

Equally important but not adequately stressed is the informal instruction the reference librarian is in a position to offer. Each question answered should add something not only to the reader's knowledge of the subject but of the library as well. The school ideal of helping pupils to help themselves should be extended to the adult level. No reference librarian who contents himself with merely answering the questions asked is realizing the full possibility of his opportunity. Forced instruction upon an unwilling and very much in a hurry reader is of course not at all desirable, but incidental and unobtrusive suggestions in the process of answering questions will never be objected to if done properly.

## READINGS

*General*

- BACON, CORINNE. Reference work from the librarian's point of view. *Library Journal*. 1902. v.27, p.927-32.
- BAILEY, FRANCES W. The reference section, patrons and personal assistance. *Wilson Bulletin*. 1929. v.4, p.11-14.
- BORDEN, A. K. Creating services. *Library Journal*. 1931. v.56, p.23.
- DAME, KATHERINE. What is reference work? *Wilson Bulletin*. 1931. v.5, p.450-52.
- FREEMAN, MARILLA W. Ideals in reference service. *Wilson Bulletin*. 1932. v.7, p.244-45.
- GUERRIER, EDITH. Measurement of reference service. 1936. (Full typed report of which an excerpt is offered in *Library Journal*. 1936. v.61, p.529-31.)
- HAZELTINE, MARY E. Fundamentals of reference service. *Wisconsin Library Bulletin*. 1919. v.15, p.85-90, 117-25, 148-53. (Reprinted in 1922.)
- HENRY, ELIZABETH G. What a reference librarian expects of the catalog. *Library Journal*. 1929. v.54, p.13-15.
- HUGHES, RUTH P. General reference work. *Illinois Libraries*. 1930. v.12, p.164-67.
- JACOBSEN, ANNA. The cataloger looks at the reference librarian. *Library Journal*. 1934. v.59, p.147-50.



WINTERROWD, GENTILISKA. Questions and answers in the Youngstown Reference Department. *Library Journal*. 1930. v.55, p.855-57.

WYER, J. I. Reference work. Chicago, A.L.A., 1930. Part II.

### *School*

CARPENTER, HELEN S. What is back of efficient reference work in an elementary school library? *Wilson Bulletin*. 1935. v.10, p.15-19.

### *Public*

BARRETTE, L. M. Reference work in the Jacksonville Public Library. *Illinois Libraries*. 1920. v.2, p.14-16.

BLACKALL, E. W. Reference facilities and work in small library. *New York Libraries*. 1921. v.7, p.205-07.

BOYNTON, AMY L. Reference service in the small library. *Wilson Bulletin*. 1930. v.4, p.393.

MORGAN, VERA. Reference work in branch libraries. *Library Journal*. 1931. v.56, p.155-59.

PUBLIC LIBRARY REFERENCE SERVICE. *A.L.A. Bulletin*. 1936. v.30, p.502-03.

### *College*

BORDEN, A. K. The research librarian idea. *Library Journal*. 1933. v.58, p.104-06.

WILCOX, E. V. Why do we have librarians? *Harvard Graduates Magazine*. 1922. v.30, p.477-91.

## Appendixes



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## APPENDIX I

# Core Collection

## *Alphabetical Checklist*

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Those reference materials used most frequently to answer questions comprise the core collection. Obviously core collections will vary in content with the type of library for which they are intended. The basic reference works found in a school are fewer and less specialized than those in a university library. Likewise, the emphasis in a core collection for a medical library will somewhat unbalance a general collection for the average public library.

In this appendix, core collections for the three general classes of libraries—school, public and college—are listed. It is for work in these three types of libraries that most library school students prepare. Nothing more is claimed for the present selection than that it is based on the experience of a number of reference librarians and teachers.

### METHOD OF SELECTION

In the spring of 1935, letters and checklists were sent to four classes of library workers whose judgment in selecting reference materials was wanted:

1. Teachers of reference in accredited library schools
2. Librarians of school libraries recommended for outstanding reference work
3. Librarians of public libraries recommended for outstanding reference work
4. Librarians of college and university libraries recommended for outstanding reference work

To some extent the present selection is based on selections made by the above four groups. Reference teachers were asked to check a list of about one thousand titles chosen from Mudge's *Guide to reference books*, and from the lists of titles taught in the reference courses in Columbia, Emory, North Carolina and Peabody library schools. The list was checked thus:

- X for titles taught intensively
- ✓ for titles mentioned in class
- O for titles omitted

Reference librarians and librarians in the school, public and college libraries<sup>1</sup> were asked to check the same list of titles, according to this plan:

X for titles used most frequently in answering reference questions

✓ for titles used occasionally in answering reference questions

O for titles almost never used in answering reference questions

The checked lists were then analyzed and arranged by scores, all of those receiving less than half of the total score possible being eliminated. From the remaining titles an effort was made to develop balanced lists for the three types of libraries. The final list therefore is the writer's selection based upon his own experience and such guidance as the above afforded, particularly in eliminating titles generally ranked low and including such items as were generally placed high.

ABBOTT, A. L. National electrical code handbook. 4th ed. N.Y., McGraw, 1937. 561p. \$3.

Abridged Readers' Guide to Periodical Literature, 1935- . N.Y., Wilson, 1935- . Service basis.

ADELIN, JULES. Art dictionary; tr. from the French and enl. N.Y., Appleton, 1910. 422p. \$3.50.

Agricultural Index; Subject Index to a Selected List of Agricultural Periodicals and Bulletins, 1916- . N.Y., Wilson, 1916- . Service basis.

ALDRED, THOMAS. Sequel stories, English and American. 2d ed. by W. H. Parker. London, Assn. of Assistant Librarians, 1928. 91p. 7s. 6d.

ALEKSANDROV, A. Complete English-Russian dictionary. 7th ed. rev. and enl. Petrograd, 1916. 918p. \$3.50.

—Complete Russian-English dictionary. 6th ed. rev. and enl. N.Y., Maisel, 1929. 765p. \$6.50.

American annual of photography, 1887- . Boston, Amer. Photographic Pub. Co., 1887- . \$2.25.

American art annual, 1898- . Washington, Amer. Fed. of Arts, 1899- . \$7.

American book-prices current, a record of books, manuscripts and autographs sold at auction in New York and elsewhere, 1895- . N.Y., Bowker, 1895- . \$11, including subscription to *American Bookfinder*.

American catalogue of books, 1876-1910. N.Y., Publishers' Weekly, 1876-1910. 15v. o.p.

AMERICAN COUNCIL OF LEARNED SOCIETIES. A catalogue of publications in the humanities by American learned societies. Washington, Executive Office of the Council, 1932. 72p. 25c.

<sup>1</sup> An additional group of 30 school librarians of the South enrolled in the Peabody Library School also checked independently the list previously mentioned.



- American educator encyclopedia; a non-technical encyclopedia for the grades and junior high schools. . . Chicago, United Educators, 1937. 10v. \$49.50.
- AMERICAN LIBRARY ASSOCIATION. A survey of libraries in the United States. . . Chicago, A.L.A., 1926-27. 4v. \$2 per v.
- A.L.A. catalog, 1926; an annotated basic list of 10,000 books; ed. by Isabella M. Cooper. Chicago, A.L.A., 1926. 1295p. \$3.
- 1926-1931; an annotated list of approximately 3,000 titles; ed. by Marion Horton. Chicago, A.L.A., 1933. 330p. \$4.50.
- 1932-1936; an annotated list of approximately 4,000 titles; ed. by Marion Horton. Chicago, A.L.A., 1938. 357p. \$5.
- A.L.A. index; an index to general literature: biographical, historical, and literary essays and sketches, reports and publications of boards and societies dealing with education, health, labor, charities and corrections, etc., etc., by William I. Fletcher. . . with the cooperation of many librarians, issued by the publishing section of the American Library Association. Boston, Houghton, 1893. o.p.
- 2d ed. greatly enlarged and brought down to January 1, 1900. Boston, Houghton, 1901. 679p. o.p.
- Supplement 1900-1910; a cumulation of the index to general literature sections of the Annual literary (library) index 1900 to 1910 inclusive, to which has been added analytical entries to 125 books heretofore unanalyzed in print. Chicago, A.L.A., 1914. 223p. o.p.
- A.L.A. portrait index; index to portraits contained in printed books and periodicals; ed. by W. C. Lane and N. E. Browne. Washington, Library of Congress, 1906. 1600p. \$3.
- American library directory, 1935; a classified list. . . comp. by Bertine E. Weston. N.Y., Bowker, 1935. 485p. \$12.
- AMERICAN SOCIETY FOR METALS. Metals handbook, 2d ed. N.Y., the Society, 1938. (In press)
- AMERICAN SOCIETY OF HEATING AND VENTILATING ENGINEERS. Heating, ventilating, air conditioning guide, 1938. N.Y., the Society, 1938. 1268p. \$5.
- AMERICAN SOCIETY OF REFRIGERATING ENGINEERS. Refrigerating data book, 1937-38. 3d ed. N.Y., the Society, 1938. 642p. \$4.
- The American yearbook, 1910-19; 1925- ; a record of events and progress. N.Y., Appleton, 1911-20; Macmillan, 1926-27; Garden City, N.Y., Doubleday, 1928; Amer. Yr. Book. 1929-36; Nelson, 1937- . \$7.50.

- Americana annual, 1923- ; an encyclopedia of current events. Chicago, Americana Corp., 1923- . v.1- . \$8.
- AMES, J. G. Comprehensive index to the publications of the United States government, 1881-1893. Washington, Govt. Print. Off., 1905. 2v. o.p.
- Annual library index, 1905-10, ed. with the cooperation of members of the American Library Association, by William I. Fletcher and others. N.Y., Publishers' Weekly, 1906-11. 6v. o.p.
- Annual literary index, 1892-1904, ed. with the cooperation of the American Library Association and of "the Library Journal" staff, by William I. Fletcher and R. R. Bowker. N.Y., Publishers' Weekly, 1893-1905. 13v. o.p.
- The annual register ; a review of public events at home and abroad, for the year 1758- . London, Longmans, 1761- . v.1- . Early vols. o.p.; 1863-1913, 17s. ea.; 1920- . 30s. ea.; \$12 ea.
- ARBER, EDWARD. Term catalogues. . . London, Arber, 1903-06. 3v. o.p.
- Ars una; species mille. General history of art. N.Y., Scribner, 1909-28. 7v. in 8. \$2.50 to \$3.50 per v.
- Art Index, Jan., 1929- ; a Cumulative Author and Subject Index to a Selected List of Fine Arts Periodicals and Museum Bulletins. N.Y., Wilson, 1929- . Service basis.
- AYER, N. W., and SONS. Directory of newspapers and periodicals. . . Philadelphia, Ayer, 1880- . \$15.
- BAEDEKER, KARL, Firm, Publishers. Austria, together with Budapest, Prague, Karlsbad, Marienbad; handbook for travellers. 12th rev. ed. N.Y., Scribner, 1929. 518p. \$7.50.
- Belgium and Luxemburg; handbook for travellers; with 43 maps and plans. 16th rev. ed. N.Y., Scribner, 1931. 366p. \$5.
- Dominion of Canada, with Newfoundland and an excursion to Alaska. 4th ed. rev. N.Y., Scribner, 1922. 420p. \$4.
- Egypt and the Sudan; handbook for travellers; with 106 maps and plans, and 56 woodcuts. 8th rev. ed. N.Y., Scribner, 1929. 495p. \$12.
- Italy from the Alps to Naples; abr. handbook for travellers; with 93 maps and plans. 3d ed. rev. N.Y., Scribner, 1928. 488p. \$8.
- London and its environs; handbook for travellers; with 48 maps and plans. 19th rev. ed. N.Y., Scribner, 1930. 522p. \$8.
- Mediterranean; seaports and sea routes, including Madeira, the Canary Islands, the coast of Morocco, Algeria, and Tunisia; handbook for travellers. N.Y., Scribner, 1911. 607p. \$4.

- Northern Germany excluding the Rhineland; handbook for travellers. 17th rev. ed. N.Y., Scribner, 1925. 406p. \$5.50.
- Norway, Sweden, and Denmark, with excursions to Iceland and Spitzbergen; handbook for travellers. 10th ed. rev. and enl. N.Y., Scribner, 1912. 478p. \$3.75.
- Rhine, from the Dutch to the Alsatian frontier; handbook for travellers. 18th rev. ed. N.Y., Scribner, 1926. 422p. \$5.
- Rhine, including the Black Forest and the Vosges. 17th rev. ed. N.Y., Scribner, 1911. 554p. \$3.
- Southern France, including Corsica. N.Y., Scribner, 1914. 648p. \$3.
- Switzerland, together with Chamonix and the Italian lakes; handbook for travellers. 27th rev. ed. N.Y., Scribner, 1928. 672p. \$5.50.
- BAILEY, L. H. *Cyclopedia of American agriculture; a popular survey of agricultural conditions, practices, and ideals in the United States and Canada.* N.Y., Macmillan, 1908-09. 4v. o.p.
- Standard cyclopedia of horticulture.* . . N.Y., Macmillan, 1914-17. (reissue) 1925. 3v. \$25.
- and BAILEY, ETHEL Z. *Hortus.* . . N.Y., Macmillan, 1930. 652p. \$5.
- BAIRD, W. R. *Baird's manual, American college fraternities.* Menasha, Wis., Banta, 1935. 803p. \$4.
- BAKER, BLANCH M. *Dramatic bibliography; an annotated list of books on the history and criticism of the drama and stage and on the allied arts of the theatre.* N.Y., Wilson, 1933. 320p. Service basis.
- BAKER, E. A. and PACKMAN, JAMES. *Guide to the best fiction, English and American, including translations from foreign languages; new and enl. ed.* N.Y., Macmillan, 1932. 634p. \$10.50.
- BALDWIN, J. M. *Dictionary of philosophy and psychology.* . . N.Y., Macmillan, 1901-05. 3v. o.p.
- BALLENTINE, J. A. *Law dictionary with pronunciations.* Rochester, N.Y., Lawyers Cooperative Pub. Co., 1930. 1494p. \$15.
- BANCROFT, J. H. *Games; rev. and enl. ed. of Games for the playground, home, school and gymnasium.* N.Y., Macmillan, 1937. 685p. \$3.
- BARLOW, PETER. *Barlow's tables of squares, cubes, square roots, cube roots, and reciprocals of all integer numbers up to 10,000.* 3d ed.; ed. by L. J. Comrie. London, Spon, 1930. 208p. 7s. 6d.
- BARTHOLOMEW, J. G. *Atlas of zoögeography.* . . Edinburgh, Bartholomew, 1911. 67p. 36 double maps. 63s.
- BARTON, S. G. and BARTON, W. H. *A guide to the constellations.* N.Y., McGraw, 1928. 74p. \$3.

- BEERS, H. P. *Bibliographies in American history*. N.Y., Wilson, 1938. 339p. \$3.50.
- Bible. Holy Bible. Oxford beryl type ed.; authorized version. N.Y., Oxford Univ. Pr., 1936. \$2-\$2.25.
- Douay ed. Baltimore, Murphy, 1930. \$7.50-\$18. 1086p.
- ed. by the American Revision Committee. N.Y., Nelson, 1901. \$1.25-\$1.40.
- “Biblio”. . . Paris, Service Bibliographique des Messageries Hachette, 1933- . v.1- . \$5.50 per year; bound, \$6.10.
- The Bibliographic Index; a Cumulative Bibliography of Bibliographies, March, 1938- . N.Y., Wilson, 1938- . Service basis.
- Bibliographie de la France. . . [Weekly] Paris, Cercle de la Librairie, 1811- . 155fr. per year.
- Bibliography in health education for schools and colleges, selected and annotated by M. E. Chayer. N.Y., Putnam, 1936. 100p. \$1.50.
- Book Review Digest, 1905- . N.Y., Wilson, 1905- . v.1- . Service basis.
- The Booklist, a Guide to New Books, 1905- . Chicago, A.L.A., 1905- . v.1- . \$3 per year.
- BOOTH, MARY J. Material on geography which may be obtained free or at small cost; 5th rev. ed. Charleston, Ill., the Compiler, 1931. 108p. 50c.
- BOWMAN, ISAIAH. *The new world; problems in political geography*. 4th ed. with 257 maps. Yonkers, N.Y., World Book, 1928. 803p. \$4.80.
- BREWER, E. C. *Dictionary of phrase and fable*. Philadelphia, Lippincott, 1930. 1440p. \$3.50.
- The historic notebook; with an appendix of battles. Philadelphia, Lippincott, 1935. 1006p. \$3.50.
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## APPENDIX II

### *Representative Reference Questions*

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List in order the reference books to which you would refer for answers to each of the following questions. Then consult the books in the order listed. Your score is perfect if the best answer is found in the first book each time. (These are questions actually asked in American school, college and public libraries. Classification is by origin of question, the school library questions having been actually asked in school libraries.)

#### SCHOOL LIBRARY QUESTIONS

1. The Athenian oath.
2. Picture of Uncle Sam, full length.
3. Examples of metaphors and similes.
4. Webster's Seventh of March speech.
5. Table showing properties of the halogen family.
6. Material for mock trials.
7. What states tax tobacco in addition to the national tax?
8. Plan a tableau depicting contrast between the ancient scholar and the modern.
9. Find a statue which was a memorial to teaching or a teacher.
10. How many persons could the S.S. Leviathan carry?
11. Costumes of South American countries.
12. Health plays.
13. Safety plays.
14. Women who have made an important contribution to education.
15. Games and dances of early California.
16. Material for a paper on the depression.
17. Economy act.
18. Old-age pensions.
19. T.V.A.
20. Housing.
21. Gold standard.

22. Manchukuo.
23. Religions of China.
24. Communism in China.
25. Pan-Americanism.
26. Montevideo conference.
27. Human conditions in the coal and steel industries.
28. The vertical trust.
29. Consumer education.
30. Radio advertising of drugs, foods, cosmetics.
31. Typical foods of foreign nations and their relation to climate and human activity.
32. Description of the Roman forum.
33. Another fiction book about the Aztecs for a person who has read Munroe's *The white conquerors*.
34. What was the Jacobin rebellion?
35. How can money be sent through the mails?
36. What is the government of the United States' possessions and dependencies?
37. Material to help boy draw floor plan of Cedric the Saxon's house.
38. Symbolism of the laurel and occasions on which it was awarded as a prize.
39. How many stenographers are there in the U.S.?
40. What state has the largest Negro population?
41. Origin and meaning of the literary allusion "to drink of the Castalian spring"?
42. Carrie Nation.
43. Divorce statistics.
44. Marriage customs.
45. Narcotic drugs and their use.
46. Material which will contrast David Livingstone's and Cecil Rhodes' motives and treatment of natives in Africa.
47. Example of a real estate deed.
48. Lighting and hangings in Elizabethan stage settings.
49. Picture of a louse to be used as model for game called "cootie."
50. Designs based on geometry.
51. What mythological or legendary creatures were supposed to have had head of man or woman and body of animal?
52. The "House wren," all about it.
53. What five things make a deed valid?
54. Adoption of children.

55. In eating fruit cocktail, is it correct to lift the glass and drink the remaining juice after the fruit is eaten?
56. What were Ruskin's and Kipling's opinions of imperialism?
57. How to draw the list in a tournament field.
58. Stratosphere flights, past and projected.
59. Private vs. public control of power projects.
60. Picture of a Roman dance.
61. Arthur Machen.
62. Raising of squabs.
63. Television.
64. Family budgets.
65. Relation of hoarding to spending and saving.
66. One-house legislative body in Canada.
67. Elbert Hubbard.
68. Panama canal.
69. Series of Alma-Tadema's pictures appearing in periodical.
70. Lives of Henry VIII's wives.
71. How shoes are made.
72. Places to visit on a California trip.
73. My ideal girl—for young people's meeting.
74. A religious poem—for which music is to be composed, to be sung by brother.
75. Negro wealth per capita.
76. Unicameral legislature.
77. Illustrated material for "Where there's a will."
78. Mongolians and Cretins.
79. Locate Isle of Capri.
80. Pullman strike.
81. Deaths from alcoholism in different countries.
82. Meaning of "star-crossed."
83. How to stand correctly.
84. How long after Lindbergh's Atlantic flight was his marriage?
85. What was Hell Mouth?
86. Section 7A of N.R.A.
87. What is the connection of the rope stretcher's theory with the Pythagorean theory?
88. How much lead and zinc in a U.S. one-cent piece?
89. Text of Hippocratic oath.
90. N.Y. State Workmen's Compensation Act.

91. Draw a chart resembling a dollar to show distribution of gross income and expenditure of the following:
- a. U.S. federal government
  - b. New York City
  - c. Railroads
  - d. Any public utility
  - e. Retail department store
  - f. Laborer's dollar
  - g. Manufacturing
  - h. Commercial rent dollar (city)

#### PUBLIC LIBRARY QUESTIONS

1. Caroline Miller.
2. Program suggestions.
3. How long have jibs been used on sailboats?
4. Directions for farming.
5. List of one-eyed characters in legend and mythology.
6. Where are the famous "dog cemeteries"?
7. History of lighting.
8. Evolution of houses.
9. Laborsaving devices.
10. Comparison of Roman Catholic and Protestant religions.
11. International commerce as a means to world peace.
12. Naturalization aids.
13. Civil service examination aids.
14. Boatbuilding directions.
15. Modelmaking directions.
16. Diagram of Indianapolis speedway.
17. Nevada: climate, geography and ranching possibilities.
18. Who was the Lily of the Mohawks?
19. Number of cities, villages and school districts in Wisconsin in 1934.
20. Tung oil.
21. Vitamin content of prepared breakfast foods.
22. Pictures of members of the U.S. Constitutional Convention.
23. Books written by any American consul.
24. Hanging gardens of Babylon.
25. Play or pageant for Founders' day for P.T.A. (must be directly on subject).
26. Dust, as it affects industrial workers.

27. Rolling automatic fire doors.
28. Uses of *coco de mer*.
29. What is being done in adult education for Negroes?
30. Culture and habits of silver poplar.
31. Gallstones from cattle used as a by-product.
32. Marriage and divorce laws in the various states.
33. Town crier in English history.
34. Evolution of the idea of a gentleman.
35. List of famous persons who were considered backward in school.
36. Model of correct form for memorializing the legislature on a certain matter.
37. Education and the New Deal.
38. Statistics on mergers, 1900-date.
39. Layout of tourist camp.
40. Layout of county fair.
41. Improving the acoustics for an auditorium already built.
42. Lumberjack ballads.
43. History of lake shipping.
44. Ship disasters.
45. Early mining methods.
46. Blast furnaces in the early days.
47. Crime and punishment in 14th century France.
48. Effect of war on education.
49. Early boats on the Great Lakes.
50. Drama as an instrument of propaganda.
51. Hobbies of famous people.
52. Social trends in foreign countries.
53. History of taxation from pre-Christian period to present time.
54. History of arms and armor.
55. Ritual of the medicine man.
56. Effect of superstition on health.
57. Socialized medicine.
58. International police.
59. How to make plaster of Paris molds for Kewpie dolls.
60. Trade marks for Sevres porcelains in order to identify a piece.
61. Formula for inks to be used in printing newspapers.
62. How to make a certain type of French candle is asked by a Catholic priest.



63. Descriptions and pictures of Dutch, Spanish, English, French Provencal, early New England, Acadian and American of 1869 kitchens for commercial art studio exhibiting at World's Fair.
64. Material on reflectivity of metals and recent experiments along this line.
65. Journalist wants statistics on wages, living costs, rent, food, lighting rates, etc., beaten down as far as possible for smaller cities, towns, etc., of this locality.
66. Commercial artist wants designs for the back of playing cards which will attract quantity sales.
67. Layouts and construction of bowling greens and boccie courts.
68. Pictures showing various artists' interpretations of Christ preaching the Sermon on the Mount for an art student with exigent standards.
69. Where did Joseph Pulitzer die and where was his will probated?

#### COLLEGE AND UNIVERSITY LIBRARY QUESTIONS

1. What was the cost of the American Revolution and how did the United States secure the money?
2. N.R.A.
3. What have been and what are qualifications for teaching in Tennessee public schools?
4. Titanic disaster facts.
5. Pestalozzi's influence on American education.
6. Comparisons of Russian and English fiction.
7. Largest electoral vote ever obtained by a president of the United States.
8. Status of children in Elizabethan England.
9. Humanism and contemporary American literature.
10. Statistics on industrial employment today.
11. What has been the purchasing power of the dollar since the beginning of the depression?
12. A list of recent short stories dealing with the period of the American Revolution.
13. The adult offender in Massachusetts, today and yesterday.
14. List of fiction describing school life in countries of Europe.
15. Nobel prize winners in physics and chemistry, where they taught, when they received the prize, where they are at present.
16. Material on rural health programs in the U.S.
17. Musical selections heard by our early presidents.
18. Aid for a term paper on present government of France.

19. Savings banks during the depression.
20. When did three-cent postal rate go into effect?
21. Famous lovers and their letters.
22. All about "Marionettes."
23. Material on "Indeterminate permits." No clues given; question left by reader.
24. Commercial use of cornstalks.
25. Taxation of chain stores.
26. Games and sports for women.
27. Information on germinal life of the Meadow fescue, requested by a lawyer to be used in connection with a lawsuit.
28. What was the work of Vogt-Miller and Bay, two Danes, on vitamins B and E in swine (or perhaps cattle) feeding?
29. Information concerning Carlyle's friend, E. Synleph Stanley, who visited U.S. in 1830's.
30. Exact date of Edward A. Sheldon's death.
31. Indian music and poetry.
32. To what countries does the U.S. export wheat? What is the present world surplus in wheat?
33. Material on Chinese and Japanese superstitions.
34. What is and where may I find a well-known picture of an artist with his palette?
35. Locate a map of North Carolina in 1880.
36. How do you make a rocker in mining?
37. Frazier-Lemke Act, what is it?
38. Plans for house trailers.
39. Peace time activities of the navy.
40. Homesteading laws in the U.S.
41. Hoover Dam.
42. Flood control.
43. Details of Sopwith-Campbell aeroplane used by the British in the World War.
44. History of permanent-waving.
45. Where can the names of the editors of various well-known magazines be found?
46. London Sea Safety Code.
47. Where is the center of population in the U.S.?
48. How large must income be before it is necessary to pay income tax?
49. A play having war and socialism as the underlying theme.
50. What is the form of city government at Norris, Tenn.?

51. Who was the first man to drink heavy water?
52. What are colloids?
53. Name, address and further information about Cleveland's leading art school.
54. Wheeler-Rayburn bill.
55. New Jersey county government.
56. Did General Pershing skip a rank in his promotion?
57. Source material about the early Germans.
58. Text of the Universal Postal Union.
59. Medieval representations of the soul.
60. Forerunners of Baedeker's guide book.
61. Legal aspects of birth control.

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